



OFFICE ON MISSING PERSONS (OMP - SRI LANKA)

Law, Policy and Procedural Documents related to Interim Reports

(Internal Circulation)

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**Complied by :
Legal, Policy & Research Unit of OMP**

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Part I - Standards Covering issues related to IR

1. Legal standards governing the issuing of Interim Reports: OMP Act No 14 of 2016

LEGAL AND POLICY STANDARDS GOVERNING THE ISSUING OF INTERIM REPORTS BY THE OMP

Legal definition of a Missing Person:

In terms of Section 27 of the OMP Act No 14 of 2016, a 'missing person' is defined to include 'a person whose fate or whereabouts are reasonably believed to be unknown and which person is reasonably believed to be unaccounted for and missing;

- (I) in the course of, consequent to, or in connection with the conflict which took place in the Northern and Eastern Provinces or its aftermath, or is a member of the armed forces or police who is identified as Missing in Action; or
- (II) in connection with political unrest or civil disturbance; or
- (III) as an enforced disappearance as defined in the International Convention on Protection of All Persons from Enforced Disappearances'.

Legal basis for issuing an Interim Report:

As per Section 13(1)(a)(i) of the OMP Act No 14 of 2016, the OMP is empowered to issue Interim Reports to relatives of missing persons where 'pending an ongoing investigation, the OMP has sufficient material to conclude that the person to whom a complaint relates is a missing person' in order to enable the Registrar General to issue a Certificate of Absence.

Validity of an Interim Report:

As per Section 13(1)(a)(v) of the OMP Act No 14 f 2016, an Interim Report shall be issued solely for the purpose of facilitating the issuing of a Certificate of Absence by the Registrar General.

OMP's Procedure for Issuing an Interim Report:

In accordance with the OMP's procedure, an Interim Report shall be issued only where an application qualifies by satisfactorily meeting the required eligibility criteria through documentary evidence and testimony recorded under oath at the inquiry held for the said purpose.

The criteria to be met:

- a) The establishment of the identity of the Missing person.
- b) The proof of the relationship between the applicant and Missing Person.
- c) The establishment that the person claimed to be missing is in fact a Missing Person.
- d) That the Missing Person falls within the OMP's mandate.

In the specific circumstances described above, where the aforesaid legal standards and the mandatory requirements are satisfactorily met at the inquiries through evidence recorded on oath as well as supporting documents submitted; there does not seem to be any legal or procedural impediment in an Interim Report being issued, for the purpose of obtaining a Certificate of Absence.

Correction of Errors:

In the event where further investigations reveal that a conclusion reported in an interim report is erroneous, the OMP shall notify the relative of the same, and also inform the Registrar General of such further development, for necessary action, as per Section 13 (1)(a)(iii) of the OMP Act No 14 of 2016.

Part II - Procedural aspects related to IR inquiries and issuing certificate

2. Board Paper 25/2019 - Policy and Procedure of the OMP in issuing Interim Reports
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Board Paper No: 25/2019

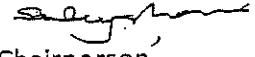
To All Board Members

Internal Procedures to be followed for Interim Reports in terms of Section 13 of OMP Act

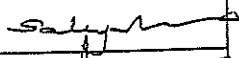
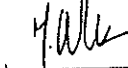
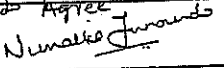
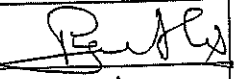
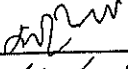
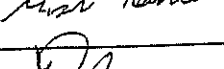

The approval of the Board is sought for the internal procedure to be followed by the Office on Missing Persons for the issue of Interim Reports in terms of Section 13 of the OMP Act to facilitate the families of the missing to obtain Certificates of Absence from the Registrar General.

As per Board Minutes dated 23rd May 2019, approval has been obtained from the Board for the Memorandum of Understanding between the OMP and the Registrar General for the said purpose.


Secretary
OMP


Chairperson
OMP

14th June 2019

	NAME	BOARD OF THE OMP	AGREE/ DISAGREE	SIGNATURE
01	Mr. Saliya Pieris, P.C	Chairman	Agree	
02	Mrs. Maj.Gen.(Rtd.) Mohanti Peiris	Member	Agree	
03	Dr. Nimalka Fernando	Member	Agree	
04	Mrs. Jayatheepa Punniyamoorthy	Member	Agree	
05	Mr. S.K Liyanage, Attorney- at - Law	Member	Agree	
06	Mr. Mirak Raheem	Member	Agree	
07	Mr. K.Venthan	Member	Agree	

(12)

Issuing of Interim Reports by the Office on Missing Persons (OMP)

In terms of Section 13 (1)(a)(i) of the Office on Missing Persons Act No 14 of 2016
to facilitate Certificates of Absence

A. Legal basis:

As per Section 13 (1)(a)(i) of the OMP Act, NO 14 of 2016, the OMP shall issue Interim Reports and reports (Final Reports) to facilitate the issuance of Certificates of Absence during the operation of the Registration of Deaths (Temporary Provisions) Act, No. 19 of 2010 or such other law which permits the issuance of Certificates of Absence (COA) by the Registrar General.

The OMP is empowered to issue Interim Reports to relatives of missing persons, if, pending an investigation, the DMP has sufficient material to conclude that the person to whom a complaint relates is a missing person.

As per Section 13 (1)(a)(v) of the OMP Act, NO 14 of 2016, an Interim Report shall be issued solely for the purpose of obtaining a Certificate of Absence.

Section 8G of the Registration of Deaths (Temporary Provisions) (Amendment) Act No. 16 of 2016 provides a special procedure whereby the Registrar General shall issue COAs based solely on an Interim Report issued by the OMP or the findings of a Commission of Inquiry appointed under the Commissions of Inquiry Act (Chapter 393) or a Special Presidential Commission of Inquiry.

For this purpose a MOU has been signed by the Registrar General and the OMP.

B. Legal Definitions:

i. Missing person within the OMP's mandate:

As per Sec. 27 of the OMP Act, a 'missing person' for the purposes of the OMP Act is a person whose fate or whereabouts are reasonably believed to be unknown and is unaccounted for and missing;

- In the course of, consequent to or in connection with the conflict in the North or East or its aftermath;
- A member of the armed forces who is identified as 'Missing in Action';

- In connection with political unrest or civil disturbance;
- As an enforced disappearance as defined in the International Covenant on Protection of All Persons from Enforced Disappearances.

ii. **Relative:**

As per Section 27 of the OMP Act, a 'relative of a missing person' is defined as:

- (i) spouse;
- (ii) children including adopted children, non-marital children, or step children;
- (iii) parents (including step-mother, step-father, adopter);
- (iv) full or half-brother or sisters or adopted brothers or sisters;
- (v) father/ mother-in-law, brother/sister-in-law, sons/daughters-in-law;
- (vi) grandchildren and grandparents.

An Interim Report will be issued to the relative who applies for the Interim Report. Only one (1) Interim Report will be issued in respect of a missing person.

C. Purpose of an Interim Report:

The special procedure under Section 8G provides an alternative method for relatives of a missing person falling within the mandate of the OMP to apply for a COA, avoiding the lengthy inquiry process adopted by the Registrar General's office under the normal procedure set out in Section 8A to 8E.

It casts the responsibility adopting sufficient screening and an inquiry process by the OMP when issuing Interim Reports.

Process of issuing Interim Reports

D. Criteria on which the OMP may issue Interim Reports:

As per the legal standard required by the OMP Act, the OMP may issue an Interim Report for the purpose of obtaining a COA where the following criteria are met:

Pending an investigation of a complaint, the OMP has sufficient material to:

- i. Establish the identity of the person in question.
- ii. Establish that the person is missing.
- iii. Establish that the missing person falls within OMP's mandate.

A relative applying for an Interim Report will be required to provide supporting evidence to establish the above required criteria to the OMP, and also:

- iv. Establish the relationship between the applicant and the missing person.

The OMP shall employ an Inquiry Process to determine if an Interim Report may be issued with regard to a missing person, for the purpose of obtaining a COA.

The standard adopted to determine if the above criteria is met will be based on –

- i) Basic documentary evidence provided.
- ii) Testimony and an affidavit of the relative and the testimony and/or affidavit (as determined by the OMP) of a corroborating witness who can verify the testimony of the relative

Administrative Process - Stage 1:

1. Coordination with the Office of the Registrar General:

- a) Seek agreement and coordination from the Registrar General with regard to the implementation of the special procedure set out in Section 8G of the Registration of Deaths Act o. 16 of 2016. (Letter of Collaboration has been already signed on 13th May 2019 by the Registrar General and the Chairperson of the OMP)
- b) The OMP proposed that the Registrar General will issue a Circular to all District Registrars instructing them to process requests for COAs as per Section 8G.

Refer Annex 1 - Draft text of the Circular in E/S/T formulated by the OMP.

2. Formulate OMP's internal processes and relevant documents.

- a. An application form for Interim Reports, to be made available in E/S/T.
Refer Annex 2.
- b. Interim Report template and text, to be available in Sinhala and Tamil.
Refer Annex 3.

3. Creating awareness with relevant stakeholders as per OMP's action plan.

4. Engaging required staff.

Administrative Process – Stage 2:

1. Review requests for Interim Reports received by the OMP and disseminate application forms.

- Requests on file which the OMP has already received.
- New requests / inquiries received by Colombo and regional offices

2. OMP shall-

- Respond with information on the process, the relevant form and required documents to be submitted via registered post.
- Within 14 days of receiving the documents from the applicant relative via registered mail, the OMP shall inform the applicant relative of the date and place where the inquiry will be held, and also advise them to bring along any required documents which are missing.

Administrative Process – Stage 3:

1. Inquiry Process –

OMP shall adopt the following process of inquiry –

- a) An affidavit from the relative applying for an Interim Report, stating the facts pertaining to the disappearance of the missing person.
- b) Verbal testimony of the relative seeking an Interim Report at an inquiry / interview conducted by the OMP and verbal testimony and/or an affidavit (as determined by the OMP) of a witness who can corroborate the testimony of the applicant

2. The Inquiry Panel to consider the documentary evidence and testimony provided to determine the following –

- ✓ The identity of the person reported missing,
- ✓ Whether the person is missing,
- ✓ Whether the person falls within OMP's mandate as per Section 27 of the OMP Act,
- ✓ Relationship between the applicant relative and missing person.

3. The inquiry panel shall make a decision based on the documentary evidence and the oral testimony of the applicant as to whether the above criteria were met.

If Yes:

- a. Present a report to the OMP Board, recommending the issuing of an Interim Report, based on the inquiry (within 1 week of concluding the inquiry).
- b. Once approved by the OMP Board, an Interim Report shall be issued under the signature of a Commissioner and sent by registered mail (within 1 week of obtaining approval from the Board).
- c. Issue an ORIGINAL and a CERTIFIED COPY of the Interim Report which the applicant relative can submit to the Registrar General to obtain a COA.
- d. Maintain a record on file that an Interim Report was issued, with a copy of the Interim Report.
- e. Inform the Registrar General periodically of Interim Reports which are issued and dispatch to the Registrar General certified copies of the reports so issued.

If no:

- f. Advise the applicant on the reason for denial and the alternatives available, such as the general procedure of obtaining a COA through the Registrar General's office.
- g. Maintain a record on file that the request for an Interim Report was rejected and the reason for rejection.

4. Register of Interim Reports issued and denied -

- a) Maintain a register of Interim Reports issued, with name of the missing person, name of the person to whom the Interim Report was issued to, date of issue and serial number.
- b) Maintain a similar register for Interim Report requests which are denied.
- c) The OMP shall check both the above registers when considering a request for an Interim Report, prior to corresponding with the applicant relative regarding an inquiry.

5. Dispute resolution. Where there is any dispute as to the decision of the inquiry panel, the applicant relative may appeal in writing to the Chairperson of the OMP. The Chairperson, in consultation with the Commissioners will convey his/her decision in writing within 1 month of receiving the appeal. The decision of the Chairperson will be final.

E. Standard of documentation and testimony required from applicant:

- 2
1. The person/s requesting an Interim Report will be required to meet the below specified requirements to establish the following:
 - a) Establish identity of the person in question.
 - b) The person in question is missing.
 - c) The missing person falls within OMP's mandate as per Sec. 27 of the OMP Act.
 - d) Relationship to the missing person.
 2. Where an applicant relative is unable to furnish some of the documents required as proof, he or she may submit an Affidavit affirming the outstanding fact/s, together with the available documents.
 3. The OMP however shall not accept an affidavit as the sole form of evidence where the applicant relative is unable to furnish any other documentation as evidence.

F. Basic documentation to be submitted as supporting evidence:

1. Any one of the following documents –
 - Birth certificate
 - NIC
 - Passport
 - Driver's License
 - Marriage registration certificate
 - Temporary ID issued in the NE after 2009
 - Certification by the *Grama Niladhari*
 - In the event that none of the above documents are available; the OMP may, at their discretion accept a certified Affidavit.
2. Any one of the following documents –
 - A Police complaint / a report issued by the police regarding ongoing investigations in to the complaint
 - Letter from *Grama Niladhari* certifying the person has not been seen or heard of for a period over 1 year.
 - Proof of acceptance/ recognition by a previous Commission of Inquiry that the person is missing.
 - Copy of a complaint made to and accepted by the Human Rights Commission of Sri Lanka.

- Official document issued by the Army, Navy, Air Force or Police indicating the person is Missing in Action (MIA).
- Proof / reference number of a complaint made to the ICRC.
- Official court record indicating the person as missing (such as habeas corpus application).

Further,

- The OMP may, at their discretion accept any other relevant document, including declaration in an Affidavit as proof that the person in question is missing.
- With regard to persons who are MIA, The OMP shall refer the list of names of MIA personnel issued by the security forces to the OMP or other official document issued by the army, navy, air force or police indicating the person in question is missing in action.

3. Affidavit of the applicant relative.

4. Proof of relationship between the applicant and the missing person -

a) Any one (1) of the following -

- Any legal document proving the relationship - Marriage Certificate, birth certificate (if available)

- OR, minimum standard of statement in an Affidavit declaring the claimed relationship.

b) NIC / Passport / Divers License of the applicant (compulsory)

G. Where a person has been found to be missing by a previous Commission of Inquiry:

1. Copy of statement from previous Commission of Inquiry that the person is missing and recommending compensation to the family.
2. An affidavit from applicant relative.
3. Verbal testimony of the applicant, where the OMP deems it necessary.

H. Composition of the OMP Inquiry Panel and the basic standards to be followed by the OMP Inquiry Panel:

- Two or three persons appointed by the OMP Board who are sufficiently qualified and authorised to conduct inquiries based on the inquiry procedure approved by the OMP Board.
- The Inquiry Panel shall abide by OMP's Rules and Guidelines when making a determination with regard to the issuance of Interim Reports.
- Any all Commissioner serving on the Inquiry Panel shall be bound by the standards of impartiality, non-discrimination and confidentiality as set out in the OMP's Code of Conduct for Commissioners and the standards set out in the OMP's Inquiry Procedure for issuing Interim Reports.
- Any and all employees, consultants and contractors of the OMP engaged in the inquiry process shall be bound by the standards of impartiality, non-discrimination and confidentiality set out in OMP's Inquiry Procedure and the Confidentiality Agreement signed by the said employee.

Circular on issuing Certificates of Absence (COA) to families of missing persons
For District Registrars

1. This Circular will serve as a supplement to the Circular No. 11/2016 regarding Certificates of Absence, issued to District Registrars by the Registrar General on 21/11/2016, bearing reference Number RG/MBD/10/ ବିବିଢ଼/୦୧୩/35.
2. The above Circular No 11/2016 specifies the general procedure to be followed to issue Certificates of Absence (COA)s to families of missing persons, according to Sections 8A to 8E of the Registration of Deaths (Temporary Provisions) (Amendment) Act NO. 16 of 2016.
3. In addition to the above mentioned general procedure, Section 8G of the same Act provides for a special procedure whereby the Registrar General is empowered to issue a COA to the family of a missing person, based on the Interim Report issued by the Office on Missing Persons (OMP) or findings of a Commission of Inquiry appointed under the Commissions of Inquiry Act (Chapter 393) or a Special Presidential Commission of Inquiry.
4. The special procedure as provided in Section 8G is to be implemented as follows:
 - a) Where the Office on Missing Persons has issued an Interim Report finding a person to be missing or disappeared, or where a Commission of Inquiry appointed under the Commissions of Inquiry Act (Chapter 393) or a Special Presidential Commission of Inquiry has found a person to be missing or disappeared, the relative of that person may apply to the Registrar General or to the District Registrar where the missing person last resided for a COA.
 - b) The relative should produce the following documentation:
 - Duly completed Form B.
 - An Affidavit of the applicant relative.
 - A certified copy of the Interim Report issued by the OMP as per Section 13 (1)(a)(i) of the OMP Act, or a certified copy of the findings of a Commission of Inquiry or a Presidential Commission of Inquiry, relating to the missing person.
 - c) Upon receipt of an application and supporting documents as specified above, the District Registrar shall, immediately forward a Report to the Registrar General setting out the particulars of the missing person.
 - d) Upon receipt of the Report of a District Registrar, the Registrar General shall consider the contents of the Report and make an Order to the District Registrar.

- e) According to the order made by the Registrar General, the District Registrar shall, within 14 days of receipt of the order;
 - a. Register the missing person in the Register of Missing Persons
And
 - o Issue a COA under his hand to the relative of the missing person who applied for the COA.
 - f) The District Registrar shall forward the duplicate of the relevant registration entry and the Order issued by the Registrar General (as per paragraph (d) above).
 - g) The Registrar General shall include the necessary entries in the Register of Missing Persons maintained by the Registrar General.
5. Renewal of a Certificate of Absence as per Section 8K (2) of the Act:
At the conclusion of the period of two years from the date of issuance of Certificate of Absence, the applicant / relative who holds a COA may apply to the relevant District Registrar for an extension or cancellation of the COA. The District Registrar shall inquire from the applicant / relative of the status of the missing person.
- a) if the applicant/relative seeks to extend the validity period of Certificate of Absence, the Registrar General shall make an endorsement on the Certificate of Absence by the District Registrar; or
 - b) if the applicant/relative does not intend to extend the validity period of the Certificate of Absence, the District Registrar shall with the written consent of the applicant, make an endorsement to cancel the Certificate of Absence; or.
 - c) if the applicant believes that the missing person is dead and is willing to apply for a Certificate of Death, the District Registrar shall direct the relative to make an application under sec.2 for a Certificate of Death and on the written consent of the applicant / relative, annul the Certificate of Absence.

අතුරුදහන් වූ තැනැත්තන්ගේ ඥාතීන්ට දක්නට නොමැති බවට වූ සහතික [Certificates of Absence (COA)] නිකුත් කිරීමට අදාළව දිස්ත්‍රික් ලේකම්වරුන් වෙත නිකුත් කරන චක්‍රලේඛනය

1. මෙම චක්‍රලේඛනය, රෙජිස්ට්‍රාර් ජනරාල්වරයා විසින් 2016/11/21 දින දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරුන්වෙත නිකුත් කරන ලද RG/MBD/10/විවිධ/මරණ/35 විෂයට අදාළව දැනට පවතින අංක.11/2016 චක්‍රලේඛනයට පරිපූරකයකි.
2. 2016 අංක 16 දරන මරණ ලියාපදිංචි කිරීමේ (තාවකාලික විධිවිධාන) (සංශෝධන) පනතේ 8අ සිට 8ඉ වගන්තිය දක්වා ඇති දක්නට නොමැති බවට වූ සහතික නිකුත් කිරීමට අදාළ කාර්ය පටිපාටිය, ඉහත අංක 11/2016 දරන චක්‍රලේඛනයේ විශේෂිත වසඳුහන් කර ඇත.
3. ඉහත සඳහන් පොදු කාර්ය පටිපාටියට අමතරව, එම පනතේම 8උ වගන්තිය ප්‍රකාරව රෙජිස්ට්‍රාර් ජනරාල්වරයාට විශේෂ කාර්ය පටිපාටියක් අනුගමනය කිරීමේ බලතලයක් පවරා ඇත. ඒ අනුව අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය විසින් ඥාතීන් වෙත ලබාදෙන අතුරු වාර්තාව හෝ පරීක්ෂණ කොමිෂන් සභාවක් විසින් හෝ විශේෂ ජනාධිපති පරීක්ෂණ කොමිෂන් සභාවක් විසින් සොයාගත් කරුණු මත එම සහතික නිකුත් කිරීමේ බලය පැවරී ඇත.
4. 8උ වගන්තිය ප්‍රකාරව එම විශේෂ කාර්ය පටිපාටිය මෙසේ ක්‍රියාත්මක කළ යුතුය:
 - අ. පුද්ගලයකු අතුරුදහන් වීම හෝ අතුරුදහන් කරවීම සම්බන්ධයෙන් අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය විසින් නිකුත් කරන ලද අතුරු වාර්තාව හෝ පරීක්ෂණ කොමිෂන් සභාවක් හෝ විශේෂ ජනාධිපති පරීක්ෂණ කොමිෂන් සභාවක් මගින් පුද්ගලයකු අතුරුදහන්ව ඇති බව හෝ අතුරුදහන් කරවීමක් සිදුව ඇති බවට අනාවරණය වූ විටක අදාළ තැනැත්තාගේ ඥාතියා විසින් රෙජිස්ට්‍රාර් ජනරාල්වරයා වෙත හෝ එම අතුරුදහන් වූ තැනැත්තා අන්තිමට පදිංචිව සිටි ප්‍රදේශයේ දිස්ත්‍රික් ජනරාල්වරයා වෙත දක්නට නොමැති බවට වූ සහතිකයක් ලබා ගැනීම සඳහා ඉල්ලීමක් ඉදිරිපත් කළ හැක.
 - ආ. අතුරුදහන් වූ තැනැත්තාගේ ඥාතියා පහත දැක්වෙන ලියවිලි ඉදිරිපත් කළ යුතුය.
 - i. 2016 අංක 16 දරන පනතේ උපලේඛනයේ 'ආ' ආකෘතියට අනුකූලව නියමිත පරිදි සම්පූර්ණ කරන ලද ආකෘති පත්‍රය
 - ii. ඉල්ලුම්කරුගේ දිවුරුම් ප්‍රකාශය
 - iii. අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය පනතේ 13(1)(අ)(i) වගන්තිය ප්‍රකාරව නිකුත් කරන ලද අතුරු වාර්තාවක් හෝ පරීක්ෂණ කොමිෂන් සභාවක් හෝ විශේෂ ජනාධිපති පරීක්ෂණ කොමිෂන් සභාවක් විසින් අනාවරණය කරනු ලැබූ කරුණු වල සහතික කළ පිටපත්

ඇ. ඉහත සඳහන් පරිදි සම්පූර්ණ කරන ලද ඉල්ලුම් පත්‍රයක් ආධාරක ලියැකියවිලි සමගදිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා වෙත ලැබුණු පසුව අතුරුදහන් වූ තැනැත්තාගේ විස්තර නිශ්චිතව දක්වමින් දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා විසින් වාර්තාවක් රෙජිස්ට්‍රාර් ජනරාල්වරයා වෙත යොමු කළයුතුය.

ඈ. දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයාගේ වාර්තාව ලැබීමෙන් අනතුරුව, එම වාර්තාවේ අන්තර්ගත කරුණු සැලකිල්ලට ගෙනරෙජිස්ට්‍රාර් ජනරාල්වරයා දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා වෙත නියෝගයක් නිකුත් කළ යුතුය.

ඉ. ඉහත නියෝගය නිකුත් කර දින 14ක් ඇතුළත රෙජිස්ට්‍රාර් ජනරාල්වරයාගේ නියෝගය ප්‍රකාරව;

- i. අතුරුදහන් වූ තැනැත්තන් පිළිබඳ වූ ලේඛනයේ අතුරුදහන් වූ තැනැත්තා ලියාපදිංචි කළ යුතුය.
- ii. අතුරුදහන් වූ තැනැත්තාගේ ඥාතියාධිකාරී ජනරාල්වරයාගේ බලය යටතේ දක්නට නොමැති බවට වූ සහතිකයක් නිකුත් කළ යුතුය.

ඊ. දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා විසින් අදාළ ලියාපදිංචි කිරීමේ සහතිකයේ අනුපිටපතක් සහ 'ඇ' යටතේ රෙජිස්ට්‍රාර් ජනරාල්වරයා නිකුත් කරන ලද නියෝගයත්, රෙජිස්ට්‍රාර් ජනරාල්වරයා වෙත යැවිය යුතුය.

උ. රෙජිස්ට්‍රාර් ජනරාල්වරයා විසින් පවත්වාගෙන යනු ලබනඅතුරුදහන් වූ තැනැත්තන් පිළිබඳ වූ ලේඛනයේ අවශ්‍ය කරුණු ඇතුළත් කළ යුතුය.

5. දක්නට නොමැති බවට වූ සහතිකය නිකුත් කිරීම 8෭ වගන්තිය ප්‍රකාරවත්, මරණ සහතිකය අවලංගු කිරීම 8෯ වගන්තිය ප්‍රකාරවත් සිදු කළ යුතුය.දක්නට නොමැති බවට වූ සහතිකය නිකුත් කර වසර දෙකක කාලසීමාව අවසන් වීමෙන් අනතුරුව, එම සහතිකය නිකුත් කරන ලද ඉල්ලුම්කරුට හෝ ඥාතියාධිකාරී එය අහෝසි කිරීමට හෝ එය බලපැවැත්වෙන කාලසීමාව දීර්ඝ කිරීමට, අදාළ දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා වෙත ඉල්ලීමක් යොමු කළ හැකිය. දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා ඉල්ලුම්කරුගෙන් හෝ ඥාතියාගෙන් අතුරුදහන් වූ තැනැත්තාගේ තත්ත්වය පිළිබඳ විමසා සිටිය යුතුය.

- 1. ඉල්ලුම්කරුට හෝ ඥාතියාධිකාරී දක්නට නොමැති බවට වූ සහතිකයේ කාලසීමාව දීර්ඝ කිරීමට අවශ්‍ය නම්, දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයා එම සහතිකය පිටසන් කිරීම මගින් කාලසීමාව දීර්ඝ කළ හැකිය;
- 2. ඉල්ලුම්කරු හෝ ඥාතියා දක්නට නොමැති බවට වූ සහතිකයේ කාලසීමාව දීර්ඝ කිරීමට අකැමැති නම්, ඉල්ලුම්කරුගේ හෝ ඥාතියාගේ ලිඛිත අනුමැතිය සහිතව දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයාට එම සහතිකය අවලංගු කිරීමට පිටසන් කළ හැකිය;
- 3. අතුරුදහන් වූ තැනැත්තා මරණයට පත් ව ඇති බව ඉල්ලුම්කරු හෝ ඥාතියා විශ්වාස කරයි නම්, මරණ සහතිකයක් ලබා ගැනීමට 2 වන වගන්තිය යටතේ ඉල්ලීමක් ඉදිරිපත් කිරීම සඳහා දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයාට ඉල්ලුම්කරුවා හෝ ඥාතියා ව යොමු කළ හැකිය. ඉල්ලුම්කරුගේ හෝ ඥාතියාගේ ලිඛිත අනුමැතිය පරිදි, දක්නට නොමැති බවට වූ සහතිකය අහෝසි කළ හැකිය.

காணாமல் போனவர்களின் குடும்பத்தாருக்கு காணாமல் போன சான்றிதழ் (COA) வழங்குவதற்கு மாவட்ட பதிவாளர்களுக்கான சுற்றறிக்கை

1. இச் சுற்றறிக்கையானது 'காணமாற் போன சான்றிதழ்' பற்றிய 11/2016 இலக்கமிடப்பட்ட, பதிவாளர் நாயகத்தினால் மாவட்ட பதிவாளர்களுக்கு வெளியிட்ட 21/11/2016 RG/MBD/10/ வி.வி/௨௪௯/35. அறிக்கையின் பிரகாரம், அவ் அறிக்கைக்கு மேலதிகமாக வழங்கும் சுற்றறிக்கையாகும்.
2. மேற்கூறப்பட்ட 11/2016 இலக்கமிடப்பட்ட சுற்றறிக்கையானது காணாமற்போன சான்றிதழ் காணாமல் போனவர்களது குடும்பங்களுக்கு 2016ம் ஆண்டின் 16வது சட்டம் மரணப் பதிவு (தற்காலிக ஏற்பாடுகள்-திருத்த சட்டம்) பிரிவு 8A to 8E க்கு இணங்க வழங்கப்படுவதற்கு பின்பற்றப்பட வேண்டிய பொதுவான வழிமுறைகளை குறிப்பிடுகின்றது.
3. மேற்கூறப்பட்ட பொதுவான நடைமுறைக்கும் மேலதிகமாக, அதே சட்டத்தின் 8G பிரிவானது பதிவாளர் நாயகம் காணாமற் போன ஒருவரின் குடும்பத்தாருக்கு காணாமற் போன ஆட்கள் பற்றிய அலுவலகத்தாரின் இடைக்கால அறிக்கையையோ அல்லது விசாரணை ஆணைக்குழு சட்டத்தின் (அத்தியாயம் 393) விசாரணை ஆணைக்குழுவினால் அறிக்கையையிட்டோ அல்லது சனாதிபதியின் சிறப்பு விசாரணை ஆணைக்குழுவின் அறிக்கையின் கீழோ காணாமற்போன சான்றிதழ் வழங்கிட தனியொரு வழிமுறையினை ஏற்படுத்தியுள்ளது.
4. சட்டத்தின் 8G பிரிவில் கொடுக்கப்பட்டுள்ள விசேட நடைமுறையானது கீழ்க்காணும் முறையில் நடைமுறைப்படுத்தப்பட வேண்டும்:
 - a) காணாமல் போன ஆட்கள் பற்றிய அலுவலகம் ஒருவர் காணாமல் போய்விட்டார் என்றோ அல்லது காணாமல் ஆக்கப்பட்டார் என்றோ தன் இடைக்கால அறிக்கையில் தெரிவித்திருந்தாலோ அல்லது ஒரு விசாரணை ஆணைக்குழு சட்டத்தின் 393ம் அத்தியாயத்தின் கீழ் ஏற்படுத்தப்பட்டிருந்த விசாரணை ஆணைக்குழு ஒரு ஆளை காணாமல் போனவர் அல்லது காணாமல் ஆக்கப்பட்டவர் என்றோ கண்டுகொண்டிருந்தால் அந்த காணாமல் போனவரின் உறவினர் பதிவாளர் நாயகத்திற்கோ அல்லது காணாமல் போனவர் கடைசியாக வசித்த மாவட்டத்தின் மாவட்ட பதிவாளரிடமோ 'காணாமல் போன சான்றிதழுக்கு' விண்ணப்பிக்க முடியும்.
 - b) உறவினர் கீழ்க்காணும் ஆவணங்களை சமர்ப்பிக்க வேண்டும்
 - முறையாக நிரப்பப்பட்ட B படிவம்
 - விண்ணப்பதாரரின் உறவினரின் சத்தியக் கடதாசி
 - OMP சட்டவாக்கத்தின் 13 (1)(a)(i) பிரிவின்படி அல்லது விசாரணை ஆணைக் குழுவினதோ அல்லது சனாதிபதி விசாரணை ஆணைக்குழுவினதோ காணாமல் போனவர் சம்பந்தமான OMP அலுவலகத்தின் இடைக்கால அறிக்கையின் அத்தாட்சி செய்யப்பட்ட பிரதி
 - c) விண்ணப்பமும் மேற்குறிப்பிட்ட அதற்கேதுவான ஆவணங்களும் கிடைக்கப்பெற்றவுடன், மாவட்ட பதிவாளர் உடனடியாகவே காணாமல் போன ஆள்

- பற்றிய விபரங்களை விபரித்துப் பதிவாளர் நாயகத்திற்கு அறிக்கை ஒன்றைச் சமர்ப்பிப்பார்.
- d) மாவட்டப் பதிவாளரின் அறிக்கை கிடைக்கப் பெற்றதன் பின், பதிவாளர் நாயகம் அவ்வறிக்கையில் குறிப்பிட்ட விடயங்களைக் கவனத்தில் எடுத்துக்கொண்டு அது சம்பந்தமாக மாவட்ட பதிவாளருக்கு ஒரு கட்டளையைப் பிறப்பிப்பார்.
- e) பதிவாளர் நாயகத்தின் கட்டளைப்படி மாவட்ட பதிவாளர் தமக்குக் கிடைக்கப்பட்ட கட்டளை கிடைக்கப்பெற்ற 14 நாட்களுக்குள்:
- காணாமல் போனவரை காணாமல் போன ஆட்கள் பதிவேட்டில் பதிவு செய்ய வேண்டும்.
அத்தோடு
 - o காணாமற்போனோர் சான்றிதழ் ஒன்றினை தம் கைப்பட காணாமற்போனோர் சான்றிதழ் ஒன்றிற்காக விண்ணப்பித்த காணாமல் போன ஆள் ஒருவரின் உறவினருக்கு வழங்க வேண்டும்.
- f) மாவட்டப் பதிவாளர் சம்பந்தப்பட்ட பதிவின் பிரதியொன்றினையும் பதிவாளர் நாயகம் தந்துள்ள கட்டளையின் பிரதியொன்றினையும் மேற்காணப்படும் (d) பிரிவின்படி பதிவாளர் நாயகத்துக்கு அனுப்பி வைப்பார்.
- g) பதிவாளர் நாயகம் தேவையான பதிவுகளை காணாமல் போன ஆட்கள் பற்றி பதிவாளர் நாயகம் நடைமுறைப்படுத்தும் பதிவேட்டில் உள்ளடக்குவார்.
5. காணமாற் போன சான்றிதழ் வழங்கப்பட்டதிலிருந்து இரண்டு வருடகால தவணை நிறைவடைந்த பின்னர்,
விண்ணப்பதாரி / உறவினர் காணமாற் போன சான்றிதழை வைத்திருப்பாராயின் குறித்த மாவட்ட பதிவாளரினால் காணமாற் போன சான்றிதழை நீடிப்பு அல்லது இல்லாதாக்குவதற்கு விண்ணப்பிக்கலாம்.
மாவட்ட பதிவாளர், காணாமற்போன ஆளின் நிலைமைப்பற்றி காணாமற்போன சான்றிதழ் வழங்கப்பட்ட விண்ணப்பதாரி / உறவினரிடம் விசாரித்தல் வேண்டும்.
- விண்ணப்பதாரி / உறவினர் காணாமற்போன சான்றிதழின் செல்லுபடியாக்கும் காலத்தை நீடிக்க விரும்பும் சந்தர்ப்பத்தில், பதிவாளர் நாயகம் காணமாற் போன சான்றிதழை மாவட்ட பதிவாளரினூடாக ஒப்புதல் வழங்கலாம்: அல்லது
 - விண்ணப்பதாரி / உறவினர் காணாமற்போன சான்றிதழின் செல்லுபடியாக்கும் காலத்தை நீடிக்க விரும்பாவிடின், மாவட்ட பதிவாளர் விண்ணப்பதாரிக்காக வழங்கப்படும் எழுத்து மூலமான அறிவுறுத்தலின் பிரகாரம் காணமாற் போன சான்றிதழ் இல்லாதொழிப்பதற்கான ஒப்புதலை வழங்கலாம்: அல்லது
 - விண்ணப்பதாரி காணாமல் போனவர் இறந்திருக்கலாம் என்று நம்பும் சந்தர்ப்பத்தில் மற்றும் மரண சான்றிதழுக்கு விண்ணப்பிக்க விரும்புவாராயின், மாவட்ட பதிவாளர் நேரடி உறவினருக்கு காணமாற் போன சான்றிதழின் பிரிவு 2 இன்படி மற்றும் விண்ணப்பதாரி / உறவினர் மூலம் எழுத்து மூலமாக, காணாமல் போன சான்றிதலை இரத்து செய்யவும் பணிக்கலாம்.

Office Use

OMP File Reference Number:

Application Number:

Office on Missing Persons

Application for an Interim Report

Missing Person's information

1. Full name of missing person:
2. Gender:
3. Date of birth:
4. NIC / Passport / Driver's license number:
5. Date last seen:
6. Place last seen:
7. Last known address or Permanent address:
8. Has a Certificate of Death been obtained: Yes / No
9. If 'Yes', the Reference Number and District where the Certificate of Death was issued:

It is compulsory to attach a copy of the Certificate of Death.

Applicant's information

10. Full name of the applicant relative:
11. Address:
12. NIC / or passport number:
13. Relationship to the missing person: I am the missing person's

I.....(name) of
 (address) do hereby state that
 the said(name of the
 missing person) has been missing and not seen for a period of over one year. Therefore, I request the Office on
 Missing Persons to issue an Interim Report to me as the relative of the above named missing person, for the
 purpose of applying for a Certificate of Absence, as per Section [S 13 (1)(a)(i)] of the Office on Missing Persons
 Act No.14 of 2016, after due inquiry and consideration of the documentary evidence submitted by me.

If the person reported to be missing is found to be alive or on receiving evidence of the death of the missing person, I shall forthwith inform the Office on Missing Persons of such fact.

I certify that all information provided by me in this application and as supporting evidence and testimony is true and accurate.

.....

Signature of Applicant

.....

Date

This form is issued free of charge by the Office on Missing Persons

Office on Missing Persons

Instructions for filling an application requesting an Interim Report

STEP 1

a) If the person reported missing has been declared a missing person by a previous Commission of Inquiry, please complete the attached application form and submit with the following documents -

1. A copy of the declaration by a previous Commission of Inquiry that the person is missing.
2. An affidavit from the applicant relative stating (i) the facts and circumstance of the disappearance and (ii) relationship to the missing person, certified by an Attorney at Law/ Commissioner for Oaths or a Justice of the Peace (original copy).
3. If a Certificate of Death has been obtained, a copy of the Certificate of Death.

b) If the person reported missing was not reported to a previous Commission of Inquiry, please complete the attached Application Form and submit with the following 5 supporting documents -

1. A copy of any one(1) of the identification documents of the missing person:

- Birth certificate
- NIC
- Passport
- Driver's License
- Marriage registration certificate
- Temporary ID issued in the NE after 2009
- Letter from the *GramaNiladhari* where the missing person last resided, stating that the missing person is known to him.

If none of the above documents are available, the OMP may, at their discretion accept a certified Affidavit.

2. A copy of any one (1) of the following documents as proof that the person is missing:

- A Police complaint
- A report issued by the police regarding ongoing investigations in to the missing person's status.
- A letter from the *GramaNiladhari* where the missing person last resided, certifying the person has not been seen or heard from for a period over 1 year.
- Copy of a complaint made to and accepted by the Human Rights Commission of Sri Lanka.
- Official document issued by the Army, Navy, Air Force or Police indicating the person is Missing in Action (MIA)
- Reference number of a complaint made to the ICRC.
- Official court record indicating the person as a missing person (such as a habeas corpus application).

3. An Affidavit of the applicant relative, stating (i) the facts and circumstances of the disappearance and (ii) relationship to the missing person, certified by an Attorney at Law/ Commissioner for Oaths or a Justice of the Peace. (original)

4. Copy of any one (1) document to prove the relationship between the applicant and the missing person; such as a Marriage Certificate, birth certificate OR declaration of the relationship in the Affidavit.

Office on Missing Persons

5. Copy of NIC or Passport or Divers License of the applicant. This requirement is compulsory.
6. If a Certificate of Death has been obtained for the missing person, it is mandatory to attach a copy of the Certificate of Death.

STEP 2

Please forward through registered mail or hand deliver to the Office on Missing Persons.

Head Office: No. 32, Sir Marcus Fernando Mawatha, Colombo 7

Regional Office Matara: No 54, Dharmarama Mawatha, Fort, Matara

Regional Office Mannar: No 5, Station Road, Mannar.

Regional Office Jaffna : 124, Adiyapatham Road, Jaffna

Regional Office Batticaloa: 124, Central Road, Batticaloa

Step 3

The Office on Missing Persons will contact you to be present for an inquiry on a given date, with originals of documents submitted and any documentation which is missing from your application.

අතුරුදහන්වූ තැනැත්තන් පිළිබඳ කාර්යාලය

අතුරු වාර්තාවක් සඳහා වන ඉල්ලීම

අතුරුදහන්වූ තැනැත්තා පිළිබඳ විස්තර

1. අතුරුදහන්වූ තැනැත්තාගේ සම්පූර්ණ නම:.....
 2. ස්ත්‍රී පුරුෂභාවය:
 3. උපන් දිනය:
 4. ජාතික හැඳුනුම්පත් අංකය/ විදේශ ගමන්බලපත්‍ර අංකය/ රියදුරුබලපත්‍ර අංකය:
 5. අවසානයට දුටු දිනය:
 6. අවසානයට දුටු ස්තනය:
 7. අතුරුදහන් වීමට පෙර අතුරුදහන්වූ තැනැත්තාගේ ලිපිනය හෝ ස්ථීර ලිපිනය:
 8. මරණ සහතිකයක් ලබාගෙන තිබේද? ඔව් / නැත
 9. මරණ සහතිකයක් ලබාගෙන අත්හැරී, එහි අංකය සහ දිස්ත්‍රික්කය:
- මරණ සහතිකයේ පිටපතක් ඇමිනීම අනිවාර්ය වේ.**

ඉල්ලුම්කරුගේ විස්තර

10. අතුරුදහන් තැනැත්තාගේ ජ්‍යෙෂ්ඨතාවය වන ඉල්ලුම්කරුගේ සම්පූර්ණ නම:
11. ලිපිනය:
12. ජාතික හැඳුනුම්පත් අංකය/ විදේශ ගමන් බලපත්‍ර අංකය:
13. අතුරුදහන්වූ තැනැත්තාට ඇති ජ්‍යෙෂ්ඨතාවය: මම අතුරුදහන්වූ තැනැත්තාගේ.....

ඉහත කී (අතුරුදහන්වූ තැනැත්තාගේ නම) යන අය අමුරුද්දකට වැඩි කාලයක් දක්නට නොමැති බව පදිංචි වන මම මෙයින් ප්‍රකාශ කරමි.

එබැවින්, ලේඛනගත සාක්ෂි සහ අතුරුදහන්වූ තැනැත්තන් පිළිබඳ කාර්යාලයේ මූලික විමර්ශන පදනම් කරගෙන, 2016 අංක 16 දරන අතුරුදහන්වූ තැනැත්තන් පිළිබඳ කාර්යාලය (පිහිටුවීම, පරිපාලනය කිරීම සහ කාර්යය ඉටුකිරීම) පනතේ 13(1)(අ)(i)වගන්තිය ප්‍රකාරව දක්නට නොමැති බවට වූසහතිකයක් ලබා ගැනීම සඳහා, අතුරුදහන්වූ තැනැත්තාගේ ජ්‍යෙෂ්ඨතාවය වන මා හට අතුරු වාර්තාවක් නිකුත් කරන මෙන් ඉල්ලා සිටිමි.

අතුරුදහන්වූ තැනැත්තා ජීවත්ව සිටින බව සොයා ගනු ලැබුවහොත් නැතහොත් අතුරුදහන්වූ තැනැත්තාගේ මරණය සම්බන්ධයෙන් වෙනත් තීරණාත්මක සාක්ෂි සොයා ගනු ලැබුවහොත් අතුරුදහන්වූ තැනැත්තන් පිළිබඳ කාර්යාලයට ඒ පිළිබඳව නොපමාව දැනුම්දෙමි.

මෙම ඉල්ලුම් පත්‍රයෙහි මා විසින් සපයා ඇති විස්තර සහ සියලු සාක්ෂි සත්‍ය සහ නිවැරදි බව සහතික කරමි.

.....
 ඉල්ලුම්කරුගේ අත්සන
 දිනය

අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය

අතුරු වාර්තාවක් ලබා ගැනීම සඳහා ඉදිරිපත් කරන ඉල්ලුම් පත්‍රය සම්පූර්ණ කිරීමට උපදෙස්

1 වන පිටුව

අ) අතුරුදහන්ව ඇති බවට වාර්තා වන තැනැත්තා සත්‍ය වශයෙන් අතුරුදහන් වී ඇති බව පරීක්ෂණ කොමිෂන් සභාවක් විසින් තහවුරු කර ඇත්නම්, අමුණා ඇති ඉල්ලුම් පත්‍රය සම්පූර්ණ කර පහත සඳහන් ලේඛන සමඟ අප වෙත යොමු කරන්න -

1. පරීක්ෂණ කොමිෂන් සභාවක් විසින් එම තැනැත්තා අතුරුදහන් වී ඇති බව තහවුරු කෙරෙන වාර්තාවක පිටපත.
2. නීතිඥයකු, දිවුරුම් කොමසාරිස්වරයකු හෝ සාමදාන විනිසුරුවරයකු විසින් අත්සන් තබන ලද අතුරුදහන්වීමේ අවස්ථානුගත කරුණු සහ අතුරුදහන් වූ තැනැත්තාට ඇති ඥාතීත්වය තහවුරු කෙරෙන ඉල්ලුම්කරුගේ දිවුරුම් ප්‍රකාශයක් (මුල්පිටපත).
3. අතුරුදහන් වූ තැනැත්තා නමින් මරණ සහතිකයක් ලබාගෙන ඇත්නම් එහි පිටපතක් අභිවාර්ය වේ.

ආ) අතුරුදහන්ව ඇති බවට වාර්තා වන තැනැත්තා පිළිබඳව මින් පෙර පැවති කිසිදු පරීක්ෂණ කොමිෂන් සභාවක් මගින් වාර්තා කර නොමැති නම්, අමුණා ඇති ඉල්ලුම් පත්‍රය සම්පූර්ණ කර පහත සඳහන් ලේඛන පහ සමඟ අප වෙත යොමු කරන්න -

1. අතුරුදහන් වූ තැනැත්තාගේ අනන්‍යතාවය තහවුරු කෙරෙන පහත සඳහන් ලේඛන අතුරින් එක් ලේඛනයක පිටපතක්:
 - උප්පැන්න සහතිකය
 - ජාතික හැඳුනුම්පත
 - විදේශ ගමන් බලපත්‍රය
 - රියදුරු ගමන් බලපත්‍රය
 - විවාහය ලියාපදිංචි කිරීමේ සහතිකය
 - 2009 වකවානුවේ දී උතුරු නැගෙනහිර පළාත්වල නිකුත් කරන ලද තාවකාලික හැඳුනුම් පත
 - අතුරුදහන් වූ තැනැත්තා අවසානයේ දී පදිංචිව සිටි ප්‍රදේශයේ ග්‍රාම නිලධාරීවරයා විසින් තමා අතුරුදහන් වූ තැනැත්තාට හඳුනන බව තහවුරු කරන ලිපියක්

ඉහත සඳහන් කිසිදු ලේඛනයක් නොමැති නම්, අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලයේ අභිමතය පරිදි සහතික කල දිවුරුම් ප්‍රකාශයක් පිළිගත හැක.

2. යම් තැනැත්තෙකු අතුරුදහන්ව ඇති බවට සනාථ කෙරෙන සාක්ෂි ඇතුලත් එක් ලේඛනයක පිටපතක්:
 - පොලීසියට කරන ලද පැමිණිල්ලක්
 - විමර්ශන කටයුතු සම්බන්ධයෙන් නිකුත් කරන ලද පොලිස් වාර්තාවක්
 - අතුරුදහන් වූ තැනැත්තා අතුරුදහන් වීමට පෙර පදිංචිව සිටි ප්‍රදේශයේ ග්‍රාම නිලධාරීවරයා විසින් ඒ තැනැත්තා අවුරුදු එකකට වැඩි කාලයක් තමා දැක නැති බව හෝ ඔහු හෝ ඇය ගැන අසා නැති බව ස්ථිර කරමින් ලිපියක්
 - ශ්‍රී ලංකා මානව හිමිකම් කොමිසම් සභාව විසින් පිළිගනු ලැබූ පැමිණිල්ලක පිටපතක්
 - යුධ හමුදාව, නාවික හමුදාව, ගුවන් හමුදාව හෝ පොලීසිය විසින් තම නිලධාරියකු ක්‍රියාත්මකය අතරතුරදී අතුරුදහන් වූ බව සනාථ කරන නිල ලේඛනයක්
 - ජාත්‍යන්තර රතු කුරුස කමිටුවට කරන ලද පැමිණිල්ලක යොමු අංකය
 - යම් තැනැත්තෙකු අතුරුදහන් ව ඇති බව සනාථ වන අධිකරණ වාර්තාවක් (පෙනෙයාස් කෝපුස් පෙත්සම්)

3. නීතිඥයකු, දිවුරුම් කොමසාරිස්වරයකු හෝ සාමදාන විනිසුරුවරයකු විසින් අත්සන් තබන ලද අතුරුදහන්වීමේ අවස්ථානුගත කරුණු සහ අතුරුදහන් වූ තැනැත්තාට ඇති ඥාතීත්වය තහවුරු කෙරෙන ඉල්ලුම්කරුගේ දිවුරුම් ප්‍රකාශයක් (මුල්පිටපත).

4. ඉල්ලුම්කරු සහ අතුරුදහන් වූ තැනැත්තා අතර ඇති සම්බන්ධතාවය තහවුරු කෙරෙන එක් ලේඛනයක පිටපතක්; විවාහය ලියාපදිංචි කිරීමේ සහතිකය, උප්පැන්න සහතිකය, ඥාතීත්වය තහවුරු කරන ප්‍රකාශයක් ඇතුලත් දිවුරුම් ප්‍රකාශයක්.

අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය

5. ඉල්ලුම්කරුගේ ජාතික හැඳුනුම්පතේ හෝ විදේශ ගමන් බලපත්‍රයේ හෝ රියදුරු ගමන් බල පත්‍රයේ පිටපතක්, ඔබගේ ඉල්ලීම සලකා බැලීම සඳහා මෙය අනිවාර්ය වේ.

6. අතුරුදහන් වූ තැනැත්තා නමින් මරණ සහතිකයක් ලබාගෙන ඇත්නම් එහි පිටපතක් ඇමණීම අනිවාර්ය වේ.

2 වන පියවර

ඔබගේ ඉල්ලුම් පත්‍රය ලියාපදිංචි තැපෑලෙන් හෝ අප වෙත ගෙනවිත් භාර දෙන්න.

ප්‍රධාන කාර්යාලය - නො. 32, ශ්‍රීමත් මාර්කස් ප්‍රනාන්දු මාවත, කොළඹ 7

මාතර ප්‍රාදේශීය කාර්යාලය - නො. 54, ධර්මාරාම මාවත, කොටුච්චි, මාතර

මන්නාරම ප්‍රාදේශීය කාර්යාලය - නො. 5, දුම්රිය පාර, මන්නාරම

යාපනය ප්‍රාදේශීය කාර්යාලය - නො. 124, ආදියපාදම් පාර, යාපනය

මඩකලපුව ප්‍රාදේශීය කාර්යාලය - නො. 124, මධ්‍යම පාර, මඩකලපුව

3 වන පියවර

ඔබ ලබා දෙනු ලබන ලියකියවිලිවල මුල් දේබන හා ඔබගේ ඉල්ලුම් පත්‍රය සමඟ යොමුකර නොමැති යම් දේබනයක් ඇත්නම් එයත් සහිතව, පරීක්ෂණයක් සඳහා පෙනී සිටීමට අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය ඔබ සමඟ සම්බන්ධ වනු ඇත.

காணாமல் போன ஆட்கள் பற்றிய அலுவலகம்

இடைக்கால அறிக்கைக்கான விண்ணப்பம்

காணாமல் போனவர் பற்றிய தகவல்

1. காணாமல் போனவரின் முழுப் பெயர்:
2. பாலினம்:
3. பிறந்த திகதி:
4. தே.அ.அ./ கடவுச்சீட்டு/ வாகன ஓட்டுநர் அனுமதிப்பத்திர இலக்கம்:
5. கடைசியாகக் காணப்பட்ட திகதி:
6. கடைசியாகக் காணப்பட்ட இடம்:
7. கடைசியாக அறியப்பட்ட அல்லது நிரந்தர முகவரி:
8. மரணச் சான்றிதழ் பெற்றுக் கொள்ளப்பட்டுள்ளதா: ஆம் / இல்லை
9. ஆம் எனின், மரணச் சான்றிதழ் வழங்கப்பட்ட மாவட்டம் மற்றும் தொடர் இலக்கம் :
மரணச் சான்றிதழின் பிரதி இணைக்கப்பட வேண்டியது கட்டாயமானதாகும்.

விண்ணப்பதாரி பற்றிய தகவல்:

10. உறவினரான விண்ணப்பதாரியின் முழுப் பெயர்:
11. முகவரி:
12. தேசிய அடையாள அட்டை / கடவுச் சீட்டு இலக்கம்:
13. காணாமல் போனவருடனான உறவு: நான் காணாமல் போனவரின்

.....(முகவரி) என்ற முகவரியில் வசிக்கும்.....
.....(பெயர்) ஆகிய நான்,

..... (காணாமல்போன நபரின் பெயர்) ஏன்ற பெயருடைய நபர் காணாமற்போயுள்ளார் எனவும் கடந்த ஓராண்டிற்கு மேலாக அவரைக் கண்டிருக்கவில்லை எனவும் அறிவிக்கின்றேன். எனவே காணாமல் போன ஆட்கள் பற்றிய அலுவலகமானது மேற்கூறப்பட்ட நபரை அவரது உறவினராகிய எனக்கு நான் சமர்ப்பித்துள்ள ஆவண சாட்சியங்களை பரிசீலித்தும், பூர்வாங்க விசாரணைகளின் பின்னரும் 2016ம் ஆண்டின் 14ம் இலக்க காணாமல் போன ஆட்கள் பற்றிய அலுவலக சட்டத்தின் [பிரிவு 13 (1)(அ)(i)] பிரிவுப்படி காணப்படாமலான சான்றிதழிற்கு விண்ணப்பிக்கும் நோக்கிற்காக இடைக்கால அறிக்கையினைத் வழங்கும்படி வேண்டிக்கொள்கின்றேன்.

காணாமல்போனவர் என குறிப்பிடப்பட்ட நபர், உயிருடன் கண்டுபிடிக்கப்பட்டாலோ அல்லது அவர் மரணமடைந்தமைக்கான ஆதாரங்கள் பெறப்பட்டாலோ காணாமல் போன ஆட்கள் பற்றிய அலுவலகத்திற்கு உடனடியாகவே அவ்வுண்மையை அறிவிப்பேன்.

இவ்விண்ணப்பத்திற்காக நான் சமர்ப்பித்துள்ள எல்லா ஆவணங்களும், ஆதார சாட்சியங்களும், பிரமாணமும் உண்மையும் சரியானதுமாகும் என உறுதியளிக்கின்றேன்.

.....
விண்ணப்பதாரர் கையெழுத்து

.....
திகதி

காணாமல்போன ஆட்கள் பற்றிய அலுவலகம்

இடைக்கால அறிக்கை கோரும் விண்ணப்பத்தை நிரப்புவதற்கான அறிவுறுத்தல்கள்

படிமுறை 01

a) காணாமல் போனதாக அறிவிக்கப்படும் ஆள், ஒரு காணாமல் போன ஆள் என முன்னையதொரு விசாரணைக் குழுவினால் அறிவிக்கப்பட்டிருப்பாரானால், தயவுசெய்து இத்தோடு இணைக்கப்பட்டுள்ள படிவத்தை முழுமையாய் நிரப்பி, கீழ்க்காணும் ஆவணங்களோடு சமர்ப்பிக்கவும் -

1. நபரை காணவில்லை என்பதான முந்தைய விசாரணை ஆணைக்குழுவின் சான்றின் பிரதி
2. விண்ணப்பதாரியான உறவினரிடமிருந்தான (i) காணாமல் போன சூழ்நிலை மற்றும் நிலை மற்றும் (ii) காணாமல் போனவருடனான தமது உறவு என்பவற்றை சட்டத்தரணி / பிரமாண ஆணையாளர் அல்லது சமாதான நீதிவானால் உறுதிப்படுத்தப்பட்ட சத்தியக்கடதாசி (மூலப்பிரதி).
3. மரணச் சான்றிதழ் பெற்றுக்கொள்ளப்பட்டிருப்பின் அதன் பிரதி ஒன்று.

b) காணாமல் போனவர் பற்றி முன்னைய விசாரணை ஆணைக்குழுவிற்கு அறிவிக்கப்படவில்லையாயின், தயவு செய்து இத்துடன் இணைக்கப்பட்டுள்ள விண்ணப்ப படிவத்தை நிரப்பி அதற்கு உதவியாக கீழ்க்காணும் 5 ஆவணங்களைச் சமர்ப்பிக்கவும்.

1. காணாமல் போனவருடைய அடையாள ஆவணங்களில் ஏதேனும்மொன்றின் போட்டோபிரதி

- பிறப்பு சான்றிதழ்
- தேசிய அடையாள அட்டை
- கடவுச்சீட்டு
- சாரதி அனுமதி பத்திரம்
- திருமணப் பதிவுச் சான்றிதழ்
- 2009க்கு பின் வட- கிழக்கில் விநியோகிக்கப்பட்ட தற்காலிக அடையாள அட்டை
- காணாமற்போன ஆள் இறுதியாக வசித்த இடத்திலிருக்கும் கிராம சேவகரிடமிருந்து அவர் தமக்கு தெரிந்தவர் என்று கூறும் சான்றிதழ்.

மேற்கூறப்பட்ட ஆவணங்கள் எதுவும் இல்லாதிருந்தாலும் கூட, கா.ஆ.அலுவலகமானது தனது விருப்பரித்தின் அடிப்படையில் ஒரு உறுதிப்படுத்தப்பட்ட சத்தியக்கடதாசியை ஏற்றுக்கொள்ளக்கூடும்.

2. ஒரு ஆள் காணாமல் போனவர் என்பதற்காக கீழ்க்காணும் ஆவணங்களில் ஒன்றின் பிரதியை ஆதாரமாகலாம்.

- பொலிஸ் நிலைய முறைப்பாடு
- காணாமற்போன ஆளினது நிலை குறித்து முன்னெடுக்கப்படும் விசாரணைகள் பற்றிய பொலிஸ் அறிக்கை
- காணாமல்போன ஆள் கடைசியாக வசித்திருந்த இடத்தின் கிராம சேவகரிடமிருந்து அந்நபர் கடந்த ஓராண்டிற்கும் மேலாக காணப்படவோ அறியப்படவோ இல்லை என்ற கடிதம்.
- இலங்கை மனித உரிமை ஆணைக்குழுவில் மேற்கொள்ளப்பட்டதும் ஏற்றுக்கொள்ளப்பட்டதுமான முறைப்பாட்டின் பிரதி
- இந் நபர் யுத்த நடவடிக்கைகளின் போது காணாமல் போனார் (MIA) என இராணுவம், கடற்படை, விமானப்படை அல்லது பொலிசினால் வழங்கப்பட்ட உத்தியோகபூர்வ ஆவணம்.
- செஞ்சிலுவை சங்கத்திடம் செய்யப்பட்ட ஒரு முறைப்பாட்டின் தொடர் இலக்கம்
- அந்நபர் காணாமல் போனவர் என்பதற்கான உத்தியோகபூர்வ நீதிமன்ற பதிவு (ஆட்கொணர்வு மனு விண்ணப்பம் போன்றவை).

3. விண்ணப்பதாரியான உறவினரிடமிருந்தான (i) காணாமல் போன சூழ்நிலை மற்றும் நிலை மற்றும் (ii) காணாமல் போனவருடனான தமது உறவு என்பவற்றை சட்டத்தரணி / பிரமாண ஆணையாளர் அல்லது சமாதான நீதிவானால் உறுதிப்படுத்தப்பட்ட சத்தியக்கடதாசி (மூலப்பிரதி)

காணாமல்போன ஆட்கள் பற்றிய அலுவலகம்

4. விண்ணப்பதாரிக்கும் காணாமல்போன ஆளுக்கும் உள்ள உறவு முறையை உறுதிப்படுத்தும் ஆவணங்களின் ஏதேனும் பிரதியொன்று : திருமணச் சான்றிதழ், பிறப்புச் சான்றிதழ், அல்லது உறவினை விளக்கிக் கூறும் பிரமாணப்பத்திரம் போன்றவை.
5. விண்ணப்பதாரரின் தே.அ.அ., கடவுச்சீட்டு, வாகன ஓட்டுநர் அனுமதிப் பத்திரம் ஆகியனவற்றுள் ஏதேனும்ொன்றின் பிரதி. இது கட்டாயமானதாகும்.
6. மரணச் சான்றிதழ் பெற்றுக்கொள்ளப்பட்டிருப்பின் அதன் பிரதி ஒன்றினை இணைப்பது கட்டாயமானதாகும்.

படிமுறை 2

தயவுசெய்து காணாமல் போன ஆட்கள் பற்றிய அலுவலகத்திற்கு பதிவுத் தபால் மூலமாகவோ அல்லது நேரடியாகவோ சமர்ப்பிக்கவும்:

தலைமை அலுவலகம்: இல. 32, சேர் மார்க்கஸ் பெர்னாண்டோ மாவத்தை, கொழும்பு 7

மாத்தறை பிராந்திய அலுவலகம்: இல. 52, தர்மாராம மாவத்தை, கோட்டை, மாத்தறை

மன்னார் பிராந்திய அலுவலகம்: இல: 5, புகையிரத வீதி, மன்னார்.

யாழ்ப்பாணப் பிராந்திய அலுவலகம்: இல. 124, ஆடியபாதம் வீதி, யாழ்ப்பாணம்.

மட்டக்களப்பு பிராந்திய அலுவலகம்: இல. 124, மத்திய வீதி, மட்டக்களப்பு.

படிமுறை 3

காணாமல் போன ஆட்கள் பற்றிய அலுவலகம், சமர்ப்பிக்கப்பட்ட உங்களது ஆவணங்களின் மூலப்பிரதிகள் மற்றும் விண்ணப்பத்தில் விடுபட்டிருக்கும் ஆவணங்களுடன் ஒரு குறிப்பிட்ட திகதியில், ஒரு விசாரணைக்கு சமூகமளிக்குமாறு உங்களை தொடர்பு கொள்ளும்.



අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය
 காணாமல் போன ஆட்கள் பற்றிய அலுவலகம்
 OFFICE ON MISSING PERSONS

අංක 32,
 இலங்கைப் குடியரசு மாவட்டம்,
 කොළඹ 07, ශ්‍රී ලංකාව.

இல.32,
 சேர் மார்க்கஸ் பெர்னாண்டோ மாவத்தா,
 கொழும்பு 07, இலங்கை.

No. 32,
 Sir Marcus Fernando Mawatha,
 Colombo 07, Sri Lanka.

අතුරු වාර්තාව
இடைக்கால அறிக்கை
Interim Report

අනුක්‍රමික අංකය:
 தொடர் இலக்கம்:
 SERIAL NO:

දිස්ත්‍රික්කය:
 மாவட்டம்:
 DISTRICT:

මෙම අතුරු වාර්තාව

.....(සම්පූර්ණ නම),
 තැමැති ඉල්ලුම්කරු වෙත නිකුත් කර ඇත්තේ 2016 අංක 14 දරන අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය (පිහිටුවීම,
 පරිපාලනය කිරීම සහ කර්තව්‍ය ඉටු කිරීම) පනතෙහි 13(1)(අ)(i) වගන්තිය යටතේ ඉල්ලුම්කරු විසින් තම ඥාතීය අතුරුදහන් ව
 ඇති බවට ඉදිරිපත් කල කරුණු සහ මෙම කාර්යාලය විසින් සිදු කරන ලද මූලික පරීක්ෂණයෙන් පහත නම සඳහන් එම ඥාතීය
 අතුරුදහන් වූ තැනැත්තකු බවට නිගමනය වූ බව තහවුරු කිරීමටය.

இந்த இடைக்கால அறிக்கையானது,

விண்ணப்பதாரியாகிய.....(முழுப்பெயர்)
 என்பவருக்கு, 2016 ஆண்டின் 14வது [S 13 (1)(a)(i)] காணாமல் போன ஆட்கள் பற்றிய அலுவலகம் (தாபித்தலும், நிருவகித்தலும்,
 பணிகள் நிறைவேற்றுவதும்) சட்டத்தின்படியும் விண்ணப்பதாரர் தந்துள்ள தகவல்களின் அடிப்படையிலும் அதன் பின்னர் நடைபெற்ற
 காணாமல் போன ஆட்கள் பற்றிய அலுவலகத்தின் பூர்வாங்க விசாரணைகளின் பின்னரும், கீழ்க்காணப்படும் ஆள் காணாமல் போனவர்
 என்று திருப்திகரமாக எட்டப்பட்ட முடிவிற்கிணங்க இவ் இடைக்கால அறிக்கையானது வழங்கப்படுகின்றது.

This Interim Report is issued to

.....(full name),
 under [S 13 (1)(a)(i)] of the Office on Missing Persons (Establishment, Administration and Discharge of Functions) Act No.14 of 2016,
 based on information provided by the applicant and an initial inquiry conducted by the Office on Missing Persons to satisfactorily
 conclude that the person named below is a missing person.

1.	අතුරුදහන් වූ තැනැත්තාගේ සම්පූර්ණ නම காணாமல் போன ஆளின் முழுப் பெயர் Full Name of the Missing Person	
2.	ස්ත්‍රී පුරුෂ භාවය பாலினம் Gender	පුරුෂ / ஆண் / Male <input type="checkbox"/> ස්ත්‍රී / பெண் / Female <input type="checkbox"/>
3.	උපන් දිනය பிறந்த திகதி Date of Birth	□ □ / □ □ / □ □ □ □
4.	ජා.තැ.පත් අංකය / ගමන් බලපත්‍ර අංකය தே.அ.அ./கடவுச் சீட்டு இலக்கம் NIC / Passport Number	

අනෙක් පිටුව බලන්න / மறுபக்கம் பார்க்கவும் / Please Turn Over

07

Document verification process for the issuance of Interim Reports – Draft Framework

Introduction:

The OMP is empowered to issue an Interim Report to an applicant for the purpose of obtaining a Certificate of Absence (COA). As per Sections 13 (1)(a) (i) and (v) of the Office on Missing Persons Act No 14 of 2016, "pending an ongoing investigation, where the OMP has **sufficient material to conclude** that the person to whom a complaint relates is a missing person, it shall issue an interim report to the relative of such missing person". Based on the Interim Report issued by the OMP, the Registrar general shall issue a COA as provided for under the special procedure set out in Section 8G of the Registration of Deaths (Temporary Provisions) (Amendment) Act No. 16 of 2016.

Since the issuing of COAs under the special procedure as per Section 8G of Act 16 of 2016 is not subject to the inquiry and process of public scrutiny exercised by the Office of the Registrar General through the District Registrars (as per Section 8 A- 8E of Act 16 of 2016), it is imperative that the OMP adopts all reasonable measures to ensure that the OMP has **sufficient material to conclude** that the person reported is a missing person; prior to issuing an Interim Report.

The framework considered here for verification of authenticity of documentary evidence is meant to complement the policy and procedure of issuing Interim Reports developed for the OMP (approved by the OMP Board through a Board Paper in June 2019) and guidelines formulated by the OMP for implementation of the process. Accordingly, this document will consider verification of documents submitted by relatives of missing and disappeared persons in support of an application seeking an Interim Report

Considering that a large number of applications to obtain Interim Reports relate to persons who have been missing for 10 – 30 years ago, and the procedural difficulties in obtaining official documents and records and the unavailability of signatories to some documents, it is pertinent to consider a procedure and guidelines which will enable the OMP to adopt an unbiased, uniform process of verification, employing due diligence aimed at greater transparency and lower the margin of error.

1. Setting up a network to obtain information from stakeholder agencies:

In order to promptly receive information/verification from stakeholder agencies, it is imperative that a strong network is available. Many of the stakeholders relevant to this process are state institutions.

- As an initial step, it is proposed that the OMP Chairperson writes to heads of relevant stakeholder agencies requesting that they designate a focal point to liaise with the OMP, clarifying the purpose for which cooperation is sought.
- The OMP can invoke the OMP's investigative powers under Section 12 of the OMP Act 14 of 2016 to request documents and the duty of such authority or agency to produce the same.
- It is also proposed to have a workshop for representatives of relevant state institutions and sensitize them to the process and share international good practices, templates, guidelines, and inform them of their individual roles in assisting the verification process. While this step may not be practically implementable for several reasons including the lack of interest shown by some stakeholder agencies in the work of the OMP, it is important that the OMP strives to establish functioning relationships with stakeholders. A workshop provides an opportunity to develop a personal network with the designated focal points which would be beneficial in obtaining timely information. Given budgetary consideration, it could be limited to key stakeholder agencies in the verification process, such as the Ministry of Public Administration, Ministry of Justice, Ministry of Defense, Department for Registration of Persons, Registrar General's Department, Department of Immigration and Emigration, Sri Lanka Police, HRCSL, ICRC, the Army, Navy, Air Force and Police.
- The OMP's Regional Offices can play an important role in establishing contacts with local government agencies at District and Provincial level, including District Secretaries, Divisional Secretaries, District Registrars and *Grama Niladharis*.
- Further explore existing contacts of OMP Commissioners and staff within stakeholder agencies (official and personal contacts).
- Where securing a focal point or reliable contact for information has failed, the OMP may explore the possibility of filing requests for information under the Right to Information (RTI) Act, seeking assistance from Information Officers of relevant agencies. However, it must be borne in mind that responses to RTI requests by state agencies is extremely slow.
- When the verification of documents is required from state agencies, it is proposed that such requests are conveyed in batches, preferably on a weekly or bi-weekly basis with the Head of the Institution / or with the designated focal point with copy to the head of the institution. Requests would be followed up by OMP's designated staff.
- The process of verification can be made more effective by sharing a template designed by the OMP in which the information/verification should be provided.

2. Pre inquiry verification process and verification during an inquiry:

- As envisaged in the OMP's procedure for issuing Interim Reports, as far as possible, the validity of documents submitted by applicants shall be checked for validity and verified by the OMP prior to the Inquiry. The applicant is informed of a date of Inquiry only once the application is complete. The 14-day period for scheduling an Inquiry is applicable from the date the **complete** application is received.
- However, in the event that the inquiry panel has suspicion or doubt as to the authenticity or validity of a document at the Inquiry stage, (considering that many applicants would submit the original documents only at the Inquiry); the inquiry panel shall suspend the inquiry and make every effort to seek verification without undue delay so as not to inconvenience the applicant. Once verification is done, the inquiry panel shall make its decision and submit a report to the OMP Commissioners.

3. Document Verification:

When a set of documents is submitted to the OMP along with the application, the following process should be followed:

a. Originals submitted

If the documents submitted are the Originals, the inquiry panel may make a determination based on the available documents and oral testimony.

b. No originals submitted

In the event that the applicant fails to submit the originals of the documents and the inquiry panel doubts the authenticity of the document or believes the document submitted to be falsified:

- The panel may request the relevant stakeholder agency to provide a clarification (this may not be practical where the document that needs verification is over 10 years old, due to lack to records/archiving/access).
- The inquiry panel shall request from the applicant a written explanation supporting the authenticity of the document produced. Where the inquiry panel deems it necessary, this explanation should be supported by an affidavit from the applicant, certifying the authenticity of the document produced as evidence (after explaining the legality of an affidavit).

- *Grama Niladari* certification to indicate the person has not been seen or heard of for a period over 1 year – if the GN who issued the certification still holds the office, he can verify the genuineness of the claim. In the event that the relevant GN does not hold the office at the time of the inquiry, the current GN may issue a letter to the effect that he has not seen or heard of the person under consideration for over a period of one year, as an endorsement of the previous letter.

(Justification – it is the judicial practice in Sri Lanka, in order to prove the genuineness of a document, the certification should be given either by the person who created such document or the person under whose custody the document is placed).

c. Letters issued by the Private Sector

If the issuing entity is still in existence, the verification can be issued by the current board of management/director/owner.

However, if the issuing entity no longer exist, the applicant can submit an affidavit, verifying the material submitted is genuine.

d. Photocopies of handwritten letters (by family members, witnesses or other individual)

- The applicant may submit an affidavit verifying the authenticity.
- If the document amounts to proof of a material fact in determining the missing status, and is not supported by any other verified document or oral testimony provided; the Inquiry panel may after due consideration chose to disregard the document.
- In the event the Inquiry Panel decides to accept the document as evidence, in consideration of extraordinary circumstances, such decision shall be unanimous and a detailed record shall be kept of the reasons for such decision. The OMP Commissioners shall consider the report and the decision of the Panel when making their final decision to endorse or deny the recommendation to issue and Interim Report. The Commissioners decision shall be **unanimous**.
- If the document amounts to a material fact to the inquiry and the applicant has produced other sufficient material or testimony in support of such fact, the panel may consider the photocopy to be genuine.

(The probability of the explanation provided by the applicant as to why the original letter could not be submitted may be considered (taking the time duration, the number of procedures the family had to follow etc.)

e. Verification of previously made missing persons reports /complaints

- Previous **Commissions of Inquiry** on missing and disappeared persons

Once the OMP data base is established, when an application is made by a relative of a missing person, the information provided shall be cross-checked with the data base, especially if the applicant has indicated that the missing person was reported to a previous Commission of Inquiry. .

Until such time the OMP's data base is completed, manual checking and referencing of names where the relative has indicated that the missing person was reported to a previous Commission of Inquiry should be carried out.

- **Human Rights Commission of Sri Lanka**
Relevant information could be obtained under Clause 1 and Clause 3 of the Memorandum of Understanding (MOU) between the OMP and the HRCSL.
- **ICRC**
The OMP is currently in discussion with the ICRC regarding a process of verifying a missing person report filed with the ICRC. In principle, the ICRC's internal rules do not allow for release of details of reports and is limited to acknowledgement or denial that a missing person's report bearing registration number X was filed.

4. When there is no reasonable avenue to verify the authenticity of the documents.

The inquiry panel may exercise its discretion to reach a **unanimous decision**, subjected to the following:

- a. Consider the probability of reasoning provided by the applicant as to why the original of the document cannot be submitted (i.e., the date of the document, time lapse, socio-economic factors, the number of times the applicant went through various processes)
- b. Whether the unverified document is sufficiently supported by other supporting documents including from other sources or oral testimony.
- c. The panel shall be of the reasonable belief that the document in consideration is not forged.
- d. In the event the Inquiry Panel decides to accept the document as evidence, in consideration of extraordinary circumstances, such decision shall be unanimous and a detailed record shall be kept of the reasons for such decision.
- e. The OMP Commissioners shall consider the report and the decision of the Inquiry Panel and make their final decision to uphold the Panel's recommendation to issue an Interim Report or to deny it. The decision of the Commissioners shall be unanimous.

5. If the verification process establishes that a document submitted by the applicant is forged:

- If sufficient ground or evidence is found to conclude that the document is forged or is submitted with a fraudulent intention of misleading the inquiry panel and make a claim

to an undue compensation, the inquiry panel shall make detailed record of the matter and refer it to the OMP Commissioners for direction.

- Any application for an Interim Report or claim made based on fraudulent evidence whether documentary or oral, shall be denied by the Inquiry Panel.
- The OMP Commissioners shall, after due consideration, decide if the matter should be forwarded to law enforcement authorities. Such decision shall be unanimous.

Checklist for Evaluating Initial Documentary Evidence submitted for an Interim Report

Evaluating Officer (name & designation):

Date:

Name of Person reported missing	
OMP Data File Number	

1. Establishing the identity of the person reported missing:

DOCUMENT	PRODUCED	DOC NUMBER
Birth certificate		
NIC		
Passport		
Driver's License		
Marriage registration certificate		
Temporary ID issued in the NE after 2009		
Certification by the Grama Niladhari		
Certified Affidavit.		

Comments:

2. Proof of the relationship between the applicant and the missing person:

DOCUMENT	PRODUCED	DOC NUMBER
Birth certificate of MP		
Marriage Certificate		
Other proof (specify)		
Affidavit declaring the relationship		
NIC / Passport / Drivers License of applicant (<i>Mandatory</i>)		

Comments

3. Establishing that the person is missing:

DOCUMENT	PRODUCED	DOC NUMBER
A Police complaint		
Letter from <i>Grama Niladhari</i>		
Proof of acceptance by a previous Commission of Inquiry		
Complaint made to the SL Human Rights Commission		
MIA - Official document issued by Army, Navy, Air Force or Police		
Reference number of a complaint made to the ICRC.		
Official court records		
Police record of an ongoing investigation		
Affidavit		

Comments:

4. Establish that the missing person falls within the OMP's mandate

DOCUMENT	PRODUCED	DOC NUMBER
Affidavit of the applicant (<i>mandatory</i>)		
Other (specify)		

Comments

Evaluator's Recommendations for Action:

NOTE: Applicant must present him/herself and a corroborating witness for an Inquiry at the OMP.
Present originals of documents produced above at the Inquiry.

Signature of Evaluating Officer:

Procedure to be followed by Inquiry Panel when conducting an inquiry to Issue an Interim Report

1. Designated MA/FSO to welcome applicant and witness in reception area.
2. Inquiry panel to go through application and supporting documents on file.
3. Presiding officer to indicate to MA/FSO to call the applicant to the inquiry room.
4. Interview with applicant:
 - a. Inform applicant of the following:
 - i. Purpose and nature of the inquiry
 - The purpose of the inquiry is to ascertain and verify facts surrounding the disappearance of their loved one, in order for the OMP to determine if there is sufficient material to prove that the person falls within the OMP’s mandate, as per the OMP Act No 14 of 2016, to issue and Interim Report.
 - That the process of issuing an Interim Report is a free service and the OMP does not levy any fee.
 - The applicant is entitled to and will be paid the relevant approved travel allowance (where applicable) towards travel cost of him/herself and his/her witness.
 - The decision of the OMP will be conveyed to the applicant, after final approval of the OMP Commissioners.
 - ii. OMP’s obligation to maintain confidentiality
 - The OMP has a statutory obligation to maintain confidentiality of information conveyed in confidence. All officers of the OMP have signed a Confidentiality Agreement and are bound by it. Hence, the applicant and witness may speak freely.
 - iii. Obligation on the part of the applicant to be truthful and consequences of falsifying testimony or evidence.
 - The applicant and witness have a duty under the law to speak the truth. Lying under oath may result in rejection of their application or cancellation of their Interim Report. Falsifying evidence / documents or stating an untruth in a sworn Affidavit is a criminal offence.
 - b. Administration of oath to applicant to speak the truth (verbal oath and signature)
5. Submission and Marking of supporting documents in the Evaluation Form. (You may cross check and refer the Checklist of Supporting Document which is attached in the file).
6. Taking the testimony of the applicant.
 - a. Remind that he / she is under oath to state the truth.
 - b. Taking down the oral statement – When taking down the applicant’s statement, ensure that any information the applicant provides in his/her verbal testimony which is not covered in the applicant’s Affidavit or other documentary evidence submitted is written down.

- c. Clarifications by the inquiry panel – address any inconsistencies.
 - d. Read over, make corrections and sign.
 - e. Address any questions the applicant may have.
7. Applicant to leave the room and the Presiding officer shall indicate to the MA to send in the corroborating witness.
8. Interview with corroborating witness
- a. Inform the witness of the following:
 - i. The purpose and nature of the Inquiry (same as with the applicant)
 - ii. OMP's obligation to maintain confidentiality (same as with applicant).
 - iii. Obligation on the part of the applicant to be truthful and consequences of falsifying testimony or evidence (same as with applicant).
 - b. Administration of oath to witness to speak the truth (verbal oath and signature)
9. Taking the verbal testimony of the corroborating witness.
- a. Taking down the oral testimony of collaboration.
 - b. Clarifications by the inquiry panel. Verification of any inconsistencies within the witness's' testimony.
 - c. Writing down the corroborating witness's oral statement. The Panel may decide to request the witness to produce a sworn Affidavit.
 - d. Read over, make corrections and sign.
10. Final comments to applicant by Inquiry Panel, if any. (Applicant & witness to leave).
11. Inquiry panel to prepare report and recommendation.
12. File to be prepared by the designated Inquiring Officer, checked by Senior Legal Consultant for submission to the Commissioners for approval.

NOTE:

- o There may be instances where the inquiry panel is faced with conflicting evidence or other reasons preventing a clear decision as to whether the Interim Report should be recommended or not. The inquiry shall be halted, the matter documented and the panel shall refer the matter to the Senior Legal Consultant or the Commissioner in Charge of the subject for advice. If the matter cannot be resolved, it shall be referred to the Chairperson for a decision.

- There may be instances where the witness testimony may vary from or not corroborate the testimony and evidence provided by the applicant. In such an instance the panel shall consider all the evidence at hand and make a decision to a) reject the witness's evidence, if there is strong evidence to show the witness is unreliable and where the applicant has submitted sufficient evidence to prove his/her claim. b) Call on the witness to provide a sworn Affidavit of his/her testimony and any other evidence; if the witness's testimony raises substantial questions as to the truthfulness of the applicant's claims and supporting evidence. The Inquiry shall be halted. Panel shall document the incident and the matter shall be referred to the Commissioner in Charge and Senior Legal Consultant for consideration and advice. If unresolved, the matter shall then be referred to the Chairperson for a decision.
- In instances where the applicant has not produced required documentation and the evidence submitted is insufficient to proceed, the matter shall be documented and postponed for a later date. The inquiry panel shall continue to obtain verbal testimony from both applicant and witness. The applicant shall be issued clear instructions as to what documentation is required and requested to submit the same within a period of 14 days, after which the panel shall in consultation with the Senior Legal Consultant and the Commissioner in Charge of the Subject consider the sum of evidence gathered and arrive at a decision.
- The inquiry panel shall not, at any time, verbally or otherwise issue a guarantee regarding the issuing of an Interim Report to an applicant.
- In the event an applicant or witness expresses a threat issued to either one of them or a family member, the presiding officer shall inquire as to his / her permission to report the matter and if permission is so granted, obtain the relevant information and immediately report the matter to the Senior Legal Consultant or Head of VW Protection Unit, to be discussed with the Commissioner in Charge of the Subject and the Chairperson for advice and action.
- In the event an applicant submits a request for any other assistance (psychosocial, economic, social or legal), the inquiry panel shall forward such request to the relevant Regional Coordinator or FSO Coordinator (in Colombo) for action / referral to the relevant OMP Unit – ie/ Legal.

OMP/ IRpt/ RW/

Date: 16th Dec 2019 – Updated 12th August 2020

අකුරු වාර්තාවක් ලබා ගැනීම සඳහා පවත්වන පරීක්ෂණය

ඉල්ලුම්කරු සහ සාක්ෂිකරුගේ ප්‍රතිඥාව

.....(නම)

නැමැති (ආගම) වන මම මෙහිදී කරන ප්‍රකාශය සත්‍ය බවත්,
සම්පූර්ණ සත්‍ය බවත් දිවුරා ප්‍රකාශ කරමි.

.....
අත්සන

දිනය :

காணாமல் போனவர்கள் பற்றிய அலுவலகம் - இடைக்கால அறிக்கைகளுக்கான
விண்ணப்பங்களை மதிப்பீடு செய்வதற்கான விசாரணை

விண்ணப்பதாரர் மற்றும் சாட்சியால் நிர்வகிக்கப்படும் உறுதிமொழி

Buddhism (பௌத்த மதத்தினை பின்பற்றுபவர்கள்)

..... ஆகிய நான் கூறுவது உண்மையென்றும்,
முழு உண்மையென்றும் உண்மையைத் தவிர வேறொன்றையும் கூறவில்லை என்பதையும்
உறுதிப்படுத்துகின்றேன்.

கையொப்பம் :

திகதி :

HINDU (இந்து மதத்தினை பின்பற்றுபவர்கள்)

..... ஆகிய நான் கூறுவது உண்மையென்றும்,
முழு உண்மையென்றும் உண்மையைத் தவிர வேறொன்றையும் கூறவில்லை என்பதையும்
உறுதிப்படுத்துகின்றேன்.

கையொப்பம் :

திகதி :

Islam (இஸ்லாம் மதத்தினை பின்பற்றுபவர்கள்)

..... ஆகிய நான் கூறுவது உண்மையென்றும்,
முழு உண்மையென்றும் உண்மையைத் தவிர வேறொன்றையும் கூறவில்லை என்பதையும்
உறுதிப்படுத்துகின்றேன்.

கையொப்பம் :

திகதி :

CHRISTIAN (கிறிஸ்தவ மதத்தினை பின்பற்றுபவர்கள்)

..... ஆகிய நான் கூறுவது உண்மையென்றும்,
முழு உண்மையென்றும் உண்மையைத் தவிர வேறொன்றையும் கூறவில்லை என்பதையும்
சத்தியம் செய்து உறுதி கூறுகிறேன்.

கையொப்பம் :

திகதி :

STATEMENT by APPLICANT

Note to Inquiring Officers: Please fill the box below in ENGLISH. The statement of the applicant should be recorded in the language in which the oral testimony is given.

APPLICANT NAME:			
APPLICANT ADDRESS:			
APPLICANT NIC No:			
DATE OF INQUIRY:		File Ref Number:	

End of Statement.

Read over and accepted as an accurate record of the statement made by me.

.....

Name:

Date:

STATEMENT by CORRABORATING WITNESS

Note to Inquiring Officers: Please fill the box below in ENGLISH. The statement of the corroborating witness should be recorded in the language in which the oral testimony is given.

WITNESS NAME:			
WITNESS ADDRESS:			
WITNESS NIC No:			
DATE OF INQUIRY:		File Ref Number:	

End of Statement.

Read over and accepted as an accurate record of the statement made by me.

.....

Name:

Date:

Inquiry for issuing Interim Report

REPORT OF THE INQUIRY PANEL

Name of person reported missing	
OMP Data File Number	

Name of Applicant	
Address of Applicant	
ID No of Applicant	
Date of Inquiry	
Place of Inquiry	

1. Establishing the identity of the person reported missing:

DOCUMENT	PRODUCED	NUMBER
Birth certificate		
NIC		
Passport		
Driver's License		
Marriage registration certificate		
Temporary ID issued in the NE after 2009		
Certification by the <i>GramaNiladhari</i>		
Certified Affidavit.		

Observations / Comments:

2. Proof of the relationship between the applicant and the missing person:

DOCUMENT	PRODUCED	NUMBER
Birth certificate of MP		
Marriage Certificate		
Other proof (specify)		
Affidavit declaring the relationship		
NIC / Passport / Drivers License of applicant (<i>Mandatory</i>)		

Observations / Comments

3. Establishing that the person is missing:

DOCUMENT	PRODUCED	NUMBER
A Police complaint		
Letter from <i>Grama Niladhari</i>		
Proof of acceptance by a previous Commission of Inquiry		
Complaint made to the SL Human Rights Commission		
MIA - Official document issued by Army, Navy, Air Force or Police		
Reference number of a complaint made to the ICRC.		
Official court records		
Police record of an ongoing investigation		
Affidavit		

Observations / Comments:

4. Establish that the missing person falls within the OMP's mandate

DOCUMENT	PRODUCED	NUMBER
Affidavit of the applicant (<i>mandatory</i>)		
Other (specify)		
Signed copy of verbal testimony of Applicant:		
Name of Corroborating witness:		
ID no. of Corroborating witness:		
Signed copy of verbal testimony of corroborating witness:		
Affidavit of corroborating witness (if required)		

Observations / Comments

5. Summary of findings:

6. Recommendation:

Issue Interim Report:	Yes	No
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Inquiry Panel:

Name	Designation	Agreement to recommendation

.....
Signature of Presiding Inquiring Officer

.....
Name of Presiding Inquiring Officer

.....
Date

INTERIM REPORT – INQUIRY RECOMMENDATION SUBMITTED FOR BOARD APPROVAL

OMP IR File Reference Number			
Name of person reported missing			
Date of disappearance		District of Disappearance	
Name of applicant			

Documents / Evidence produced in support of Application:

DOCUMENT	PRODUCED	NUMBER
Identification of the missing person - Birth certificate / NIC / Passport / Drivers licence / Temporary ID / marriage certificate		
Identification of Applicant – NIC / Elders ID / Passport / Driver’s license		
Certification / Letter from the <i>Grama Niladhari</i>		
Police complaint copy		
Complaint made to a previous COI on missing persons		
Complaint made to the SL Human Rights Commission		
MIA - Official document issued by Army, Navy, Air Force or Police		
Reference number of a complaint made to the ICRC.		
Official court records		
Other (specify)		
Sworn Affidavit by applicant		
Signed copy of Applicant’s verbal testimony		
Signed copy of corroborating witness’s verbal testimony		

Summary of findings:

Recommended for Interim Report:

Inquiring Officers:	Approved by OMP Board:
	Date:

Collaboration between

The Office of the Registrar General and the Office on Missing Persons

On issuing Certificates of Absence

As per

Section 8G of the Registration of Deaths (Temporary Provisions) (Amendment) Act NO. 16 of 2016,
And

The Office on Missing Persons (OMP) established under the Office of Missing Persons (Establishment, Administration and Discharge of Functions) Act No.14 of 2016

1. Section 8G Registration of Deaths (Amendment) Act No.16 of 2016 provides for a special procedure whereby the Registrar General is empowered to issue a Certificate of Absence (COA) to relatives of missing persons, based on the Interim Report issued by the Office on Missing Persons (OMP), or findings of a Commission of Inquiry appointed under the Commissions of Inquiry Act (Chapter 393) or a Special Presidential Commission of Inquiry.
2. Section 13 (1)(a)(i) of the OMP Act No. 14 of 2016 mandates the OMP to issue Interim Reports to families of missing persons, where the OMP finds sufficient material to conclude that a person reported missing is a missing person, in order to enable the Registrar General to issue COAs to relatives of missing persons.

3. Accordingly,

The Office on Missing Persons shall –

- a) Create awareness among families of missing persons and the general public of the special procedure in place for obtaining COAs.
- b) After due consideration and inquiry as per the guidelines and procedures set out by the OMP, issue Interim Reports to families of missing persons who seek an Interim Report for the purpose of obtaining a COA.
- c) Periodically forward to the Registrar General a list of names of missing persons in respect of whom Interim Reports are issued and forward certified copies of such reports to the Registrar General.

The Office of the Registrar General shall –

- d) Inform all District Registrars and Assistant District Registrars of the procedure for issuing COAs as per the special procedure under Section 8G of the Registration of Deaths (Amendment) Act No.16 of 2016, through a circular issued in Sinhala, Tamil and English languages.
 - e) Take necessary action as per Section 8G to instruct the relevant District Registrar to issue a COA to the relative concerned, upon receipt of the application and supporting documents; namely,
 - i. Duly completed Form B.
 - ii. An Affidavit of the applicant.
 - iii. A certified copy of the Interim Report issued by the OMP.
 - f) Take necessary action to instruct District Registrars to renew or cancel a COA which has been issued, or issue a Certificate of Death, at the conclusion of a period of two (2) years, on the request of the relative to whom the COA was issued, as per Section 8K (2) of the Registration of Deaths (Amendment) Act 16 of 2016.
4. The Office on Missing Persons and the Office of the Registrar General will work in collaboration and mutual cooperation on resolving any issues which may arise in the implementation of the special procedure under Section 8G.



.....
Mr. N.C. Vithanage
Registrar General
Office of the Registrar General

Date: 2019/05/13

N. C. Vithanage
Registrar General
Department of Registrar General
234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.



.....
Saliya Pieris (P.C.)
Chairperson
Office on Missing Persons

Date: 13-5-2019

Saliya Pieris P.C
Chairman
Office on Missing Persons

(ඇ) අතිගරු ජනාධිපතිතුමාගේ නිරීක්ෂණවල 03 ඡේදයෙහි දක්වා ඇති පරිදි ජාතික ඒකාබද්ධතා, රාජ්‍ය භාෂා, සමාජ ප්‍රගති සහ හින්දු ආගමික කටයුතු අමාත්‍යාංශයේ ලේකම් විසින් පියවර ගනු ලැබීමට යටත්ව, සංදේශයේ සඳහන් (iv) යෝජනාව සඳහා.

ක්‍රියා කළ යුතු: මුදල් අමාත්‍යාංශය - අතිගරු ජනාධිපතිතුමාගේ නිරීක්ෂණ යා කොට ඇත.
අභ්‍යන්තර හා ස්වදේශ කටයුතු සහ පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.
ජාතික ඒකාබද්ධතා, රාජ්‍ය භාෂා, සමාජ ප්‍රගති සහ හින්දු ආගමික කටයුතු අමාත්‍යාංශය - අතිගරු ජනාධිපතිතුමාගේ නිරීක්ෂණ යා කොට ඇත.
සභාපති, අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.

පිටපත්: ජනාධිපති ලේකම්
අග්‍රාමාත්‍ය ලේකම් - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.
ජාතික ප්‍රතිපත්ති, ආර්ථික කටයුතු, නැවත පදිංචි කිරීම හා පුනරුත්ථාපන, උතුරු පළාත් සංවර්ධන සහ යෞවන කටයුතු අමාත්‍යාංශය - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.
විදේශ කටයුතු අමාත්‍යාංශය - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.
රාජ්‍ය පරිපාලන, ආපදා කළමනාකරණ සහ පශු සම්පත් සංවර්ධන අමාත්‍යාංශය - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.
රෙජිස්ට්‍රාර් ජනරාල් - සංදේශයේ පිටපතක් හා ඉහත නිරීක්ෂණ යා කොට ඇත.

05

රහසිගතයි

15 (1)



අමාත්‍ය මණ්ඩල කාර්යාලය
அமைச்சரவை அலுவலகம்
OFFICE OF THE CABINET OF MINISTERS

CABINET DECISION අමාත්‍ය මණ්ඩල තීරණය அமைச்சரவைத் தீர்மானம்

මගේ අංකය: අමප/19/2401/131/022

2019 සැප්තැම්බර් මස 18 දින.

පිටපත්:

- ජනාධිපති ලේකම්.
- අග්‍රාමාත්‍ය ලේකම්.
- ජාතික ප්‍රතිපත්ති, ආර්ථික කටයුතු, නැවත පදිංචි කිරීම් හා පුනරුත්ථාපන, උතුරු පළාත් සංවර්ධන සහ යෞවන කටයුතු අමාත්‍යාංශයේ ලේකම්.
- විදේශ කටයුතු අමාත්‍යාංශයේ ලේකම්.
- රාජ්‍ය පරිපාලන, ආපදා කළමනාකරණ සහ පශු සම්පත් සංවර්ධන අමාත්‍යාංශයේ ලේකම්.
- රෙජිස්ට්‍රාර් ජනරාල්.
- විගණකාධිපති.


ක්‍රියා කළ යුතු:

- මුදල් අමාත්‍යාංශයේ ලේකම්.
- අභ්‍යන්තර හා ස්වදේශ කටයුතු සහ පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශයේ ලේකම්.
- ජාතික ඒකාබද්ධතා, රාජ්‍ය භාෂා, සමාජ ප්‍රගති සහ හින්දු ආගමික කටයුතු අමාත්‍යාංශයේ ලේකම්.
- සභාපති, අතුරුදහන් වූ කැනැත්තන් පිළිබඳ කාර්යාලය.

අතුරුදහන්වීම පිළිබඳ සහතිකය ලද ග්‍රාහකයන් සඳහා අතුරු සහනාධාරයක් ප්‍රදානය කිරීම සඳහා අනුමැතිය ඉල්ලා සිටීම

(මුදල් ගරු ඇමතිතුමා සහ ජාතික ඒකාබද්ධතා, රාජ්‍ය භාෂා, සමාජ ප්‍රගති සහ හින්දු ආගමික කටයුතු ගරු ඇමතිතුමා ඉදිරිපත් කළ 2019-08-22 දිනැති ඒකාබද්ධ සංදේශය)

2019 සැප්තැම්බර් මස 03 දින පැවැත්වුණු අමාත්‍ය මණ්ඩල රැස්වීමේදී ඉහත කරුණ සම්බන්ධයෙන් එළඹී තීරණය 2019 සැප්තැම්බර් මස 10 දින පැවැත්වුණු රැස්වීමේදී සංශෝධනය කරන ලදුව, එම සංශෝධිත තීරණය අවශ්‍ය කටයුතු සඳහා මේ සමඟ එවා ඇත.


ඩබ්ලිව්.එම්.ඒ. ජේ. ප්‍රනාන්දු
ජ්‍යෙෂ්ඨ අතිරේක ලේකම්.

අ.කලේ/එස්.අබේසිංහ
අමාත්‍ය මණ්ඩලයේ ලේකම්.

(A) Preliminary Items:

03. (a) (II) **Item No.52** - Cabinet reconsidered the draft decision on this Item in the light of the observations of H.E. the President since received dated 2019-09-09 and it was decided to amend the said decision to read as follows:

"52. Cabinet Paper No.19/2401/131/022, a Joint Memorandum dated 2019-08-22 by the Ministers of Finance; and National Integration, Official Languages, Social Progress and Hindu Religious Affairs on "Seeking approval to grant interim relief to the recipients of the Certificates of Absence" - the above Memorandum was considered along with the observations of H.E. the President since received dated 2019-09-09. After discussion, it was decided -

(A) to substitute for the words "අනුරූපයක්වීම පිළිබඳ සහතිකය" wherever such words appear in the Sinhala version of the above Memorandum, of the words "දක්නට නොමැති බවට වූ සහතිකය";

(B) to grant approval -

(a) to the proposals (i) and (iii) in the final paragraph of the Memorandum;

(b) to the proposal (ii) therein, subject to taking action as stated in paragraph 02 of the observations submitted by H.E. the President in this regard since received dated 2019-09-09; and

(c) to the proposal (iv) therein, subject to the Secretary, Ministry of National Integration, Official Languages, Social Progress and Hindu Religious Affairs taking action as indicated in paragraph 03 of the observations of H.E. the President."

Action by: **My/Finance** - observations of H.E. the President annexed.



අනු අංකය : 24/2019

රහස්‍ය

ඒකාබද්ධ අමාත්‍ය මණ්ඩල සංදේශය

අතුරුදහන් වීම පිළිබඳ සහතිකය ලද ග්‍රාහකයන් සඳහා අතුරු සහනාධාරයක් ප්‍රදානය කිරීම සඳහා අනුමැතිය ඉල්ලා සිටීම.

පසුබිම

ශ්‍රී ලංකා රජය විසින් භාරගන්නා ලද කාර්යයන් කඩිනම් කිරීමේ අවශ්‍යතාවය හඳුනා ගනිමින්, පුරවැසියන්ගේ දුක් ගැනවිලිවලට සංවේදී රජයක් ලෙස සිවිල් යුද්ධයෙන් හා ගැටුම් නිසා පීඩාවට පත් වූ පුරවැසියන්ට සහන සැලසීම තුළින් තිරසාර සාමය ළඟා කරගැනීම සඳහාත් සංවිදියාව ප්‍රවර්ධනය කිරීම සඳහාත් 2019 අයවැයෙන් රුපියල් බිලියන 15.25 ක මූල්‍ය ප්‍රතිපාදන සලසා ඇත.

අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය විසින් නිර්දේශ කර ඇති පරිදි ක්‍රියාත්මකයේ දී අතුරුදහන් වූ ආරක්ෂක අංශවල නිලධාරීන්ගේ සහ පොලිස් නිලධාරීන්ගේ පවුල් ද ඇතුළත් අතුරුදහන් වීම පිළිබඳ සහතික ලද අතුරුදහන් වූවන්ගේ පවුල්වලට අතුරු සහනාධාරයක් ලබා දීමේ වැඩ පිළිවෙළක් ලෙස මසකට රු. 6000 /= ක දීමනාවක් ලබා දීම මෙයට ඇතුළත්ව ඇත. මෑතක දී ස්ථාපනය කරන ලද හානි පූර්ණය සඳහා වන කාර්යාලය අගතියට පත් පුද්ගලයන්ට වන්දි ලබාදීම සඳහා පහසුකම් සැලසීමේ සිය කාර්යයන් ආරම්භ කරන තෙක්ම මෙම ක්‍රියාවලිය අඛණ්ඩව ක්‍රියාත්මක කිරීමට අපේක්ෂිතය.

අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය විසින් 2018 වර්ෂයේ අගෝස්තු මස ප්‍රකාශයට පත්කරන ලද එහි අතුරු වාර්තාවේ මෙකී නිර්දේශ එම කාර්යාලය විසින් යෝජනා කර ඇති අතර එම නිර්දේශ 2019 වර්ෂයේ අයවැය වාර්තාවට ඇතුළත් කරනු ලැබූ එයට පාර්ලිමේන්තු අනුමැතිය ද හිමි වී ඇත. අතුරුදහන් වූ පුද්ගලයන්ගේ පවුල්වල සාමාජිකයන් මුහුණ දෙන ආර්ථික අපහසුතා හඳුනාගෙන හානි පූර්ණය සඳහා වන කාර්යාලය (2018 අංක 34 ජනන යටතේ ස්ථාපිත කරන ලද) විසින් සලසන පහසුකම් හරහා වන්දි හා වෙනත් අන්දමේ හානි පූර්ණ ලබා දෙන තෙක්ම මෙම පවුල් අතරින් වඩාත් අවදානම් සහගත පවුල්වලට අතුරු සහනාධාරයක් ලබාදීමේ වැදගත්කම අවබෝධ කරගනිමින් ඔවුන්ගේ සංකීර්ණ අවශ්‍යතාවන් සපුරා ගැනීමට සහාය වීම සහ ඔවුන් ලද පීඩාවන් පිළිබඳ සිය සංවේදී බව ඒත්තු ගැන්වීම යන කරණු සාක්ෂාත් කර ගැනීමේ අරමුණින් අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලය විසින් මෙම නිර්දේශ ඉදිරිපත් කරන ලදී.

මෙම සහන ක්‍රියාවලිය පිළිගැනීම යනු වින්දිතයන්ට ප්‍රමාණවත්, කඩිනම් හා ඵලදායී වන්දියක් ලබා ගැනීමටත් අධිකරණයේ පිහිට පැතීමටත් ඇති අයිතිය අත්හැරීමට සැලැස්වීමක් නොවන්නේය.

යෝජනා

- 01. රෙජිස්ට්‍රාර් ජෙනරාල් දෙපාර්තමේන්තුව 2019 ජූලි 31 වන දිනට අතුරුදහන් වීම පිළිබඳ සහතික 656 නිකුත් කොට ඇති අතර ඒවායෙන් 590ක් නිකුත් කර ඇත්තේ 2019 ජනවාරි 1 වන දිනට පූර්වයෙනි. අතුරුදහන් වීම පිළිබඳ සහතිකපත්ලාභීන් රුපියල් 6000ක මාසික දීමනාව ලැබීමට සුදුස්සෝ වෙති. අමාත්‍යාංශය සිය විෂය පථය යටතේ ගැසට් කර ඇති අතුරුදහන් වූ තැනැත්තන්

පිළිබඳ කාර්යාලය සමඟ සාකච්ඡා කොට අතුරුදහන් වීම පිළිබඳ සහතික අපේක්ෂා කරන සියලුම අය වෙත අයදුම්පත්‍ර නිකුත් කරනු ලබන අතර අදාළ අතුරුදහන් වීම පිළිබඳ සහතිකය අයදුම් පත ඉදිරිපත් කරනු ලැබූ අවස්ථාවේ වලංගු තත්ත්වයක තිබූ බවටත් (කල් ඉකුත් වී නොමැති බවට) අදාළ අතුරුදහන් වීම පිළිබඳ සහතිකය අතුරු සහනාධාරය ඉල්ලුම් කරන පුද්ගලයා වෙතම නිකුත් කර ඇති බවටත් ග්‍රාම නිලධාරී විසින් සහතික කළ යුතුය. අනතුරුව ග්‍රාම නිලධාරී විසින් අයදුම්කරු වෙත ලද්දාවන නිකුත් කොට අයදුම්පත ලැබී දින 7ක් ඇතුළත අතුරුදහන් වීම පිළිබඳ සහතිකයේ සහතික කරන ලද පිටපතක් සමඟ අනුමත කරන ලද අයදුම්පත්‍ර අදාළ ප්‍රාදේශීය ලේකම්වරයා වෙත යවනු ලැබේ. ඉන්පසු ප්‍රාදේශීය ලේකම්වරයා විසින් අයදුම්පත ලැබී දින 07ක් ඇතුළත එම අයදුම්පතේ සත්‍යතාව පරීක්ෂා කොට එම අයදුම්පත අමාත්‍යාංශය වෙත යවනු ලැබේ. අයදුම්පත්‍රය අමාත්‍යාංශයට ලැබුණු දින සිට දින 07ක් තුළදී අතුරුදහන් වීම පිළිබඳ සහතිකපත්‍රලාභියාගේ බැංකු ගිණුමට අමාත්‍යාංශය විසින් සෘජුවම මුදල් බැර කරනු ලැබේ. අතුරුදහන් වීම පිළිබඳ සහතිකය 2019 ජනවාරි 01 දිනට ප්‍රථම ලැබී තිබුණේ නම් රු. 54,000 ක (රු. 6000 * මාස 9) සමුච්චිත මුදලක් ඔක්තෝබර් මාසයේදී ගෙවනු ලබයි. අතුරුදහන් වූ පුද්ගලයන් පිළිබඳ සහතිකය 2019 ජනවාරි 01 දිනට පසුව ලැබී තිබුණේ නම් මුදල් එකතු කිරීම සහතිකය ලද මාසයේ සිට ගණනය කරනු ලැබේ. කෙසේවුවද, 2019 ඔක්තෝබර් මාසයේදී මූලික මුදල් ප්‍රමාණය බැර කිරීමෙන් පසු රු.6000 ක මාසික දීමනාව සෑම මසකම 10 වන දිනට සහතිකලාභියාගේ ගිණුමට බැර කරනු ලැබේ.

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02. මෙයට අමතරව, අතුරුදහන් වීම පිළිබඳ සහතිකය 2019 ජනවාරි 01 දිනට වලංගුව තිබූ නමුත් අතුරු සහනාධාරයක් ලබාගැනීම සඳහා අයදුම්පත් යොමුකරන අවස්ථාවට පෙර කල් ඉකුත් වී තිබූ විටකදී, අතුරුදහන් වීම පිළිබඳ සහතිකයේ කාලය දීර්ඝ කිරීම සඳහා අයදුම්කරුට රෙජිස්ට්‍රාර් ජෙනරාල්වරයාගෙන් හෝ දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයාගෙන් ඉල්ලීමක් කළ හැකි අතර ඒකී දීර්ඝ කිරීමක් ලබා ගැනීම අතුරු සහනාධාරයක් සඳහා ඉල්ලුම් කිරීමට සුදුසුකමක් වන අතර, 2019 ජනවාරි 01 දින සිට නියමිත හිඟ දීමනාව ද ඇතුළත්ව අතුරු සහනාධාරයක් ලැබීම සඳහා ද සුදුසුකමක් වනු ඇත. කෙසේවුවද, අතුරුදහන් වීම පිළිබඳ වලංගු සහතිකයක් මත අතුරු සහනාධාරයක් ලබාගෙන තිබුන ද එයින් පසුව ඒකී සහතිකයේ වලංගු කාලය අවසන් වුවහොත් එම සහතිකය පාදක කොටගෙන සිදු කරනු ලබන අතුරු සහනාධාර දීමනා අවසන් කෙරෙනු ඇත. ඒනෙකුදු වුවත්, අතුරුදහන් වීම පිළිබඳ සහතිකයේ කාලය දීර්ඝ කිරීම සඳහා අයදුම්කරුට රෙජිස්ට්‍රාර් ජෙනරාල්වරයාගෙන් හෝ දිස්ත්‍රික් රෙජිස්ට්‍රාර්වරයාගෙන් ඉල්ලීමක් කළ හැකි අතර එකී දීර්ඝ කිරීම ලබාගැනීම අතුරු සහනාධාරයක් සඳහා නැවත ඉල්ලුම් කිරීමට සුදුසුකමක් වන අතර එකී දීර්ඝ කිරීමට ගත වූ කාලසීමාවට නියමිත හිඟ වාරිකයක ඇතුළත්ව අතුරුදහන් වීම පිළිබඳ සහතිකය අලුත් කිරීමට ගතවූ කාල සීමාව ද ආවරණය වන පරිදි අතුරු සහනාධාරයක් ලැබීමට සුදුසුකම් ලැබේ.

03. ආරක්ෂක හමුදාවල සහ පොලිස් සේවයේ සාමාජිකයන් ඇතුළු ශ්‍රී ලංකාවේ දකුණු හා නැගෙනහිර ප්‍රදේශවල අතුරුදහන් වූ පුද්ගලයන්ගේ පවුල් වෙත නිකුත් කර ඇති මරණ සහතික විශාල ප්‍රමාණය ද එම සහතික නිකුත් කිරීමට බලපාන ලද තත්ත්වයන් ද සලකා බැලීමෙන් පසුව, අප විසින් යොජනා කර සිටින්නේ මෙතෙක් කර ඇති ඉල්ලීම් මත පදනම්ව, රෙජිස්ට්‍රාර් ජෙනරාල් කාර්යාලය 2016 අංක 16 දරන මරණ ලියාපදිංචි කිරීමේ (තාවකාලික විධිවිධාන) සංශෝධිත පනතේ 8(ඕ) වන වගන්තිය යටතේ නිකුත් කර ඇති එම මරණ සහතික අවලංගු කිරීමේ ක්‍රියාවලිය ආරම්භ කරන ලෙසයි. ඉන් පසුව, අතුරුදහන් පුද්ගලයන් පිළිබඳ කාර්යාලය පිළිබඳ

වන පනතේ 13 (1) (අ) (ඕ) වගන්ති ප්‍රකාරව අතුරුදහන් පුද්ගලයන් පිළිබඳ කාර්යාලය විසින් නිකුත් කරන ලද අතුරු වාර්තාව මත පදනම්ව අගතියට පත් පාර්ශවයේ පවුල්වල සාමාජිකයන්ට අතුරුදහන් වීම පිළිබඳ සහතික ලබාදෙන ලෙස ඉල්ලීම් කළ හැකිය. මෙම ක්‍රියාදාමයේ දී මතු විය හැකි නෛතික බැඳීම් පිළිබඳ ගැටලු හා සංවේදී තත්ත්වයන් සැලකිල්ලට ගෙන අප විසින් යෝජනා කර සිටින්නේ අතුරුදහන් වූ පුද්ගලයන් පිළිබඳ කාර්යාලය රෙජිස්ට්‍රාර් ජෙනරාල් දෙපාර්තමේන්තුව සමග සාකච්ඡා කර දැනට නිකුත් කර ඇති මරණ සහතික අවලංගු කර අතුරුදහන් වීම පිළිබඳ සහතික නිකුත් කිරීම සම්බන්ධයෙන් අංගසම්පූර්ණ මාර්ගෝපදේශයක් සම්පාදනය කරන ලෙසයි.

04. අතුරුදහන්වූවන් පිළිබඳ කාර්යාලය පිළිබඳ වන පනතේ 13 (1) (අ) (ඕ) වගන්තිය යටතේ සිදු කිරීමට නියමිතව ඇති හා සිදුවෙමින් පවතින විමර්ශනයකදී පුද්ගලයෙක් අතුරුදහන් වී ඇති බව තීරණය කිරීමට ප්‍රමාණවත් කරුණු ඇති විටෙක දී, අතුරුදහන් වීම පිළිබඳ සහතිකයක් නිකුත් කිරීමට රෙජිස්ට්‍රාර් ජෙනරාල්වරයාට හැකිවන පරිදි පුද්ගලයෙකුගේ අතුරුදහන් වීම හෝ අස්ථානගත වීමකට අදාළව අතුරු වාර්තාවක් නිකුත් කිරීමට අතුරුදහන්වූවන් පිළිබඳ කාර්යාලයට බලය ඇත. 2016 අංක 16 දරන මරණ ලියාපදිංචි කිරීමේ (තාවකාලික විධිවිධාන) සංශෝධන පනතේ 8 (උ) යටතේ සපයා ඇති එකී වාර්තා පදනම් කරගෙන අතුරුදහන් වීම පිළිබඳ සහතික නිකුත් කිරීමෙහිලා රෙජිස්ට්‍රාර් ජෙනරාල්වරයාට සහය වීමටත් අතුරු වාර්තා නිකුත් කිරීමේ ක්‍රියාවලිය ක්‍රියාත්මක කිරීම හා කඩිනම් කිරීමටත් අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලයට නව කාර්ය මණ්ඩලයක් අවශ්‍ය වේ. නෛතික හා නෛතික නොවන ලියකියවිලි සත්‍යාපනය කිරීම, අතුරුදහන් වූ පුද්ගලයන්ගේ පවුල් සම්බන්ධීකරණය කිරීම සහ ජාතික, ප්‍රාදේශීය සහ පළාත් මට්ටමේ පරිපාලන ආයතන හා සම්බන්ධීකරණය කිරීමේ හැකියාව යන කුසලතා ඇතුළත් විශේෂ කුසලතා මෙම නව කාර්ය මණ්ඩලය සතුව තිබිය යුතු අතර මෙම ක්‍රියාවලිය ඵලදායී ලෙස ක්‍රියාත්මක කිරීම සඳහා නිසි පරිදි පුදුසුකම් සපුරා ඇති උපාධිධාරීන් හෝ නීතිඥයන් ඇතුළු ව්‍යාපෘති නිලධාරීන් විසි දෙනෙකු වර්ෂයක කාල සීමාවක් සඳහා කොන්ත්‍රාත් පදනම මත රු.75 000/= ක මාසික දීමනාවක් ගෙවීමට යටත්ව විමර්ශන නිලධාරී තනතුරට බඳවා ගැනීමට අවශ්‍ය වේ.

අනුමැතිය

ඉහත විස්තර කර ඇති කරුණු සැලකිල්ලට ගෙන පහත කරුණු සඳහා ආමාන්‍ය මණ්ඩල අනුමැතිය අපේක්ෂා කරමි.

- (i) පහත සඳහන් කරුණුවලට යටත්ව 2019 ඔක්තෝබර් 10 වන දින සිට සැම මසකම 10 වන දිනට සෘජු මුදල් තැම්පත් කිරීමක් මඟින්, අතුරුදහන් වීම පිළිබඳ සහතිකය හිමි ප්‍රතිලාභීන් සඳහා මාසිකව රු.6000/= ක අතුරු සහනාධාරයක් ප්‍රදානය කිරීම.
- අ) 2019 ජනවාරි 01 දිනට පෙර යම් පුද්ගලයෙක් අතුරුදහන් වීම පිළිබඳ සහතිකපත්‍රය ලබා ගෙන තිබේ නම්, එම පුද්ගලයා වෙත සිදුකරනු ලබන පළමු ගෙවීමට 2019 ජනවාරි 31 ඔක්තෝබර් දක්වා මාසික දීමනා ද එකතුවනු ඇත.

(ආ) 2019 ජනවාරි 01 දිනට පසුව යම් පුද්ගලයෙක් අතුරුදහන් වීම පිළිබඳ සහතිකපත්‍රය ලබා ගෙන තිබේ නම්, එවැනි පුද්ගලයෙක් සඳහා පළමු ගෙවීම් වන්නේ ඔහු / ඇය සහතිකය ලබාගත් මාසයේ සිට 2019 ඔක්තෝම්බර් මාසය දක්වා මාසික දීමනාවල එකතුවයි.

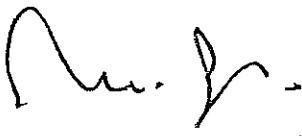
(ii) පහත සඳහන් කාර්යන් ඉටු කරන ලෙස රෙජිස්ට්‍රාර් ජනරාල් දෙපාර්තමේන්තුවට නියෝග කිරීම.

(අ) අතුරුදහන්වූ පුද්ගලයන් පිළිබඳ කාර්යාලයේ අතුරු වාර්තා සැලකිල්ලටගෙන බලපෑමට ලක් වූ පවුල් විසින් ඉදිරිපත් කර ඇති ඉල්ලුම්පත් සඳහා අතුරුදහන් වීම පිළිබඳ සහතික ලබා දීම ආරම්භ කිරීම සහ

(ආ) අතුරුදහන් වූ පුද්ගලයන්ගේ පවුල්වල සාමාජිකයන් විසින් කරන ලද ඉල්ලීම් පිළිබඳ පරීක්ෂණ පවත්වා 3 වන පරිච්ඡේදයේ දක්වා ඇති නීතියේ විධිවිධාන ප්‍රකාරව මරණ සහතික අවලංගු කිරීමේ ක්‍රියාවලිය ආරම්භ කිරීම හා අතුරුදහන්වීම පිළිබඳ සහතික නිකුත් කිරීම.

iii. රෙජිස්ට්‍රාර් ජනරාල් දෙපාර්තමේන්තුව සමග සාකච්ඡා කර ඉහත (ii) (ආ) හි දක්වා ඇති පරිදි නිකුත් කරන ලද මරණ සහතික අවලංගු කිරීම සඳහා අංග සම්පූර්ණ මාර්ගෝපදේශ සංග්‍රහයක් සම්පාදනය කරන ලෙස අතුරුදහන් වූ තැනැත්තන් පිළිබඳ කාර්යාලයට නියෝග කිරීම.

iv. අතුරු වාර්තා නිකුත් කිරීමේ කාර්යය කඩිනම් කිරීම සඳහාත් ඉහත (ii) හි දැක්වෙන කරුණු සම්බන්ධයෙන් රෙජිස්ට්‍රාර් ජනරාල් දෙපාර්තමේන්තුවට සහය දැක්වීමටත් අවුරුද්දක කාලයක් සඳහා රු. 75,000/- ක මාසික දීමනාවක් ගෙවීමට යටත්ව කොන්ත්‍රාත් පදනම මත ව්‍යාපෘති නිලධාරීන් 20 දෙනෙකු බඳවා ගැනීම.



මංගල සමරවීර (පා.ම)
මුදල් අමාත්‍ය



මනෝ ගනේසන් (පා.ම)
ජාතික ඒකාබද්ධතා, රාජ්‍ය භාෂා, සමාජ ප්‍රගති
සහ හින්දු ආගමික කටයුතු අමාත්‍ය

දිනය :- 2019.08.22

தொடர் இலக்கம் : 24/2019

இரகசியமானது

இணைந்த அமைச்சரவை பத்திரம்

காணாமல் போயுள்ளமைக்கான சான்றிதழைப் பெற்றுள்ளவர்களுக்கான இடைக்கால நிவாரணம் வழங்குவதற்கான அனுமதி கோரல்

பின்புலம்:

சிவில் கலவரங்களாலும் அமைதியின்மையினாலும் பாதிக்கப்பட்ட பிரசைகளுக்கு நிவாரணம் வழங்கப்பட வேண்டிய கடப்பாட்டை நிறைவேற்றும் பொருட்டும், பிரசைகளின் கவலைகளை உணர்ந்து கொள்ளும் அரசாங்கம் என்ற வகையிலும், இலங்கை அரசாங்கம் ஏற்றுக் கொண்டிருக்கின்ற பொறுப்புக்களை விரைவுபடுத்த வேண்டிய தேவை உள்ளதை அங்கிகரித்தும், 2019 வரவு செலவுத் திட்டத்தில், ரூபா 15.25 பில்லியனை, இலங்கையின் நல்லிணக்கத்தை முன் கொண்டு செல்லும் செயற்பாட்டுக்காக, ஏற்பாடு செய்யப்பட்டிருந்தது.

இடைக்கால நிவாரணச் செயற்பாடாக ரூ 6000/= விதம் மதாந்த உதவிப் பணத்தை, காணாமற் போயுள்ளவர்களின் குடும்பங்களுக்கு, ஆயுதப்படையினர் மற்றும் பொலிஸ் அணியினர் செயல் நடவடிக்கைகளின் போது காணாமல் போயிருந்தால் அவர்கள் உட்பட காணாமல் போயுள்ளமைக்கான சான்றிதழை (கா.போ.சா) அவர்கள் பெற்றுக் கொண்டிருந்தால் காணாமல் ஆக்கப்பட்டவர்களுக்கான அலுவலகத்தின் (OMP) சிபார்சின் படி வழங்குவதை இது உட்படுத்துகின்றது. அண்மையில் தாபிக்கப்பட்ட இழப்பீட்டு அலுவலகமானது பாதிக்கப்பட்ட நபர்களுக்கு நட்டஈட்டை வழங்குவதற்காக வசதியாக்கலை வழங்கும் அதேவேளை இச்செயற்பாட்டை கடினமாக செயற்படுத்த எதிர்பார்க்கிறது.

காணாமல் போனவர்களுக்கான அலுவலகத்தினால் 2018 ஆகஸ்ட் மாதம் வெளியிடப்பட்ட இடைக்கால அறிக்கையில் பிரேரிக்கப்பட்டிருந்த இந்த சிபார்சு 2019 வரவு செலவுத் திட்டத்தில் உள்ளடக்கப்பட்டு பாராளுமன்றத்தின் அங்கிகாரத்தைப் பெற்றிருந்தது. காணாமல் போன அல்லது காணாமல் போகச் செய்யப்பட்டவர்களின் மிக ஏழ்மை நிலையில் உள்ள குடும்பங்களுக்கு அவர்கள் முகம் கொடுக்கும் பொருளாதாரக் கஷ்ட நிலமையைக் கருத்தில் கொண்டு (2018 ம் ஆண்டின் 34 ம் இலக்கச் சட்டத்தின் படி தாபிக்கப்பட்டுள்ள) நட்டஈடு வழங்கும் அலுவலகத்தின் அனுசரணையுடன், அவர்களுக்கான நட்டஈடு அல்லது வெறு விதமான நிவாரணங்களை வழங்க.

இந்த நிவாரணத்தை ஊற்றுக் கொள்வதானது, போதுமான மற்றும் உரிய நேரத்துக்குரிய, அத்துடன் செயல்வலுவலுடைய நிவாரணத்தைப் பெற்றுக் கொள்வதற்கோ அல்லது நீதி முறையில் சகாயங்களைப் பெறுவதற்கோவான ஒரு விட்டுக் கொடுப்பாக இருக்க மாட்டாது.

பிரேரணைகள்:-

01. 2019 ஜனவரி முதலாம் திகதிக்கு முன்பு வழங்கப்பட்டிருந்த 590 காணாமல் போனோருக்கான சான்றிதழ் உட்பட 2019 ஜூலை 31 ந் திகதியன்றுள்ள படி 656 அத்தகைய சான்றிதழ்களை பதிவாளர் நாயகத்தின் திணைக்களம் வழங்கியிருக்கின்றது. காணாமல் போனோருக்கான சான்றிதழைப் பெற்றிருப்பவர்கள் இந்த ரூபா: 6000/= மாதாந்த உதவிப் பணத்தைப் பெறுவதற்குத் தகுதியுடையவர்கள் ஆவர். காணாமல் போனோருக்கான அலுவலகம் எந்த அமைச்சின் கீழ்

வர்த்தமானிப் பத்திரிகையில் (கேசற்) பிரகடனப்படுத்தப்பட்டுள்ளதோ, அந்த அமைச்சு, காணாமல் போனோர் அலுவலகத்துடன் உசாவி, காணாமல் போனோருக்கான சான்றிதழைப் பெற்றுள்ளவர்களுக்கு விண்ணப்பத்தை வழங்கும், அந்த கா. போ.சா விண்ணப்பம் செய்கின்ற வேளையில் செல்லுபடியானதாக (காலாவதி ஆகாதது) உள்ளதென்றும், இடைக்கால நிவாரணத்துக்கு விண்ணப்பம் செய்கின்ற ஆளுக்கு அந்த கா. போ.சா வழங்கப்பட்டுள்ளதென்றும் கிராம அலுவலர் (G.N) உறுதி சான்றுரையை வழங்குவார்.கிராம அலுவலர், விண்ணப்பத்தை பெற்றுக் கொண்டமைக்கான சான்றிதழ் ஒன்றை விண்ணப்பத்தை செய்தவருக்கு வழங்க வேண்டுமென்பதுடன், அவர் அந்த விண்ணப்பத்தை 07 நாட்களுக்குள் கா. போ.சா சான்றிதழின் உறுதி செய்யப்பட்ட பிரதியொன்றுடன் இணைத்து சம்மந்தப்பட்ட பிரதேச செயலாளருக்கு முன்னளிக்க வேண்டும். பிரதேச செயலாளர் தான் பெற்றுக் கொண்டு 07 தினங்களுக்குள் அதனைச் செவ்வை பார்த்து அதனை அமைச்சுக்கு அனுப்ப வேண்டும். விண்ணப்பம் அமைச்சுக்குக் கிடைத்து 07 நாட்களுக்குள், அமைச்சு கா. போ. சா பெற்றுக்கொண்டிருந்த அந்த விண்ணப்பத்தாரியின் வங்கிக் கணக்கிற்கு நேரடி வரவு மாற்றம் செய்ய வேண்டும். குறித்த கா. போ.சா 2019 ஜனவரி 1 ம் திகதிக்கு முன்பு பெறப்பட்டிருந்தால் கூட்டு மொத்தத் தொகையாக ரூபா: 54,000/= (6000×9) ஒக்டோபர் மாதத்தில் கொடுப்பனவு செய்யப்படும். கா. போ.சா. 2019 ஜனவரிக்குப் பின்புமாதத்தில் வரவு வைக்கப்பட்ட பின்னர், மாதந்த உதவித் தொகையான ரூபா: 6000/= பெறுபவரின் கணக்கிற்கு ஒவ்வொரு அடுத்து வருகின்ற மாதத்தின் 10 ம் திகதியில் வரவு வைக்கப்படும்.

02. மேலும், கா. போ.சா 2019 ஜனவரி 1 ம் திகதியன்று செல்லுபடியானதாக இருந்து இந்த இடைக்கால நிவாரணத்திற்கு விண்ணப்பம் செய்யும் முன்பதாக காலாவதியாகியிருந்தால், விண்ணப்பத்தாரி அந்த கா. போ.சா சான்றிதழை நீடிப்புச் செய்து வழங்குமாறு பதிவாளர் நாயகத்துக்கு அல்லது மாவட்டப் பதிவாளருக்குக் கோரிக்கை விடுத்து, அதன்படி அந்த நீடிப்புப் பெற்றுக் கொள்ளப்பட்டிருந்தால் இடைக்கால நிவாரணத்திற்கு விண்ணப்பிக்கத் தகுதி பெற்றிருப்பதோடு 2019 ஜனவரி 1ம் திகதியிலிருந்து அந்த இடைக்கால நிவாரணத்திற்கு தகுதியுடையவராவார். ஆயினும், இடைக்கால நிவாரணம் பெற்றுக் கொள்ளப்பட்ட போதும் கா. போ.சா செல்லுபடியானதாக இருந்து அதற்குப்பின்பு அது காலாவதியாகி விட்டால் அதன் பின்னர் இடைக்கால நிவாரணம் நிறுத்தப்பட்டு விடும். எவ்வாறாயினும் விண்ணப்பத்தாரர் அந்த கா. போ.சா நீடிப்புச் செய்து வழங்குமாறு பதிவாளர் நாயகத்திற்கு அல்லது மாவட்டப் பதிவாளருக்கு விண்ணப்பிக்கலாம் என்பதோடு அவ்வாறு நீடிப்புச் செய்து வழங்கப்பட்டால், இடைக்கால நிவாரணம் கோரி மீண்டும் விண்ணப்பம் செய்ய முடியும் என்பதுடன் கா. போ.சா நீடிப்புச் செய்வதற்கு விண்ணப்பித்திருந்த காலம் அடங்கலாக இடைக்கால நிவாரணத்தை பெறத் தகுதியுடையவராவார் என்றும், அவருக்கு அந்த நீடிப்பைப் பெறுவதற்குச் சென்றிருந்த காலத்திற்குரிய நிலுவைகள் ஏதாவதிருப்பின் அதனையும் பெற்றுக் கொள்ள முடியும்.

03. ஆயுதப் படையினர் மற்றும் பொலிஸ் அளணியினர் உட்பட, இலங்கையின் தெற்கு மற்றும் கிழக்கில் காணாமல் போனவர்களின் குடும்பத்தினருக்கு வழங்கப்பட்டுள்ள அதிக எண்ணிக்கையான மரணச் சான்றுப் பத்திரங்கள் பற்றிக் கவனத்தில் கொள்ளும் போது, அத்தகைய மரணச்சான்றுப் பத்திரங்கள் வழங்கப்பட்டிருந்த சூழ்நிலைகளைக் கருத்தில் கொண்டு, 2016ம் ஆண்டின் 16ம் இலக்க மரணங்கள் பதிவுத் திருத்தச் (தற்காலிக ஏற்பாடு) சட்டத்தின் பிரிவு 8 (L) இன் ஏற்பாடு செய்யப்பட்டுள்ளதன் படி, அத்தகைய மரணச் சான்றுப் பத்திரங்களை தனிப்பட்ட நபர்களின் பாதிக்கப்பட்ட குடும்பத்தின் உறுப்பினர்கள் காணாமல் போனோருக்கான அலுவலகச் சட்டம் பிரிவு 13 (i) (a) (i) இன் கீழ் காணாமல் போனோர் அலுவலகத்தினால் வெளியிடப்பட்ட இடைக்கால அறிக்கைக்கு அமைவாக கா. போ.சா சான்றிதழைப் பெறுவதற்கு விண்ணப்பிக்க

முடியும்.இத்தகைய செயற்பாட்டிலுள்ள உணர்வு பூர்வமான,மற்றும் சட்ட ரீதியான கடப்பாடுகள் எழுவதைக் கருத்தில் எடுத்து,காணாமல் போனோருக்கான அலுவலகம் பதிவாளர் நாயகத்தின் திணைக்களத்துடன் ஆலோசனை நடத்தி மரணச்சான்றுப் பத்திரங்களை ரத்துச் செய்வதற்கும் அதற்காக காணாமல் போனோருக்கான சான்றிதழை வழங்குவதற்கும் தேவையான சகலமும் அடங்கிள வழிகாட்டி விதிகளை ஏற்படுத்திக் கொள்வதற்கு உத்தேசிக்கப்பட்டுள்ளது.

04. காணாமல் போனோருக்கான அலுவலகச் சட்டத்தின் பிரிவு 13 (i) (a) (i) இன் கீழ், தொடரும் விசாரணைகள் முடிவுறாத பட்சத்தில் ஆள் ஒருவர் காணாமல் போயுள்ளமைக்கான போதிய சான்றுகள் உள்ளன என்னும் முடிவுக்கு வரக்கூடிய தாக இருப்பின் காணாமல் போன அல்லது காணாமல் போகச் செய்யப்பட்ட நபரின் உறவினர் ஒருவருக்கு காணாமல் போனோருக்கான அலுவலகம் ஓர் இடைக்கால அறிக்கை ஒன்றை வழங்குவதற்கான அதிகாரத்தைக் கொண்டுள்ளதோடு அதன் அடிப்படையில் காணாமல் போனோருக்கான சான்றிதழ் ஒன்றை பதிவாளர் நாயகத்தினால் வழங்கப்பட முடியும்.2016 ம் ஆண்டு16ம் இலக்க மரணங்களைப் பதிவு செய்தல் (தற்காலிக ஏற்பாடுகள்) திருத்தச் சட்டத்தின் பதிவு செய்தல் (தற்காலிக ஏற்பாடுகள்) திருத்தச் சட்டத்தின் பிரிவு 8.G (ஜீ) இன் கீழான ஏற்பாடுகளின் படி,பதிவாளர் நாயகத்தினால் இந்த கா.போ.சான்றிதழ் வழங்கப்படுவதை இலகுவாக்கும் பொருட்டு,அதற்குத் தேவையான இடைக்கால அறிக்கை ஒன்றை வழங்கும் செயல்முறையை விரைவாக நடைமுறைப்படுத்துவதற்காக காணாமல் போனோருக்கான அலுவலகத்திற்குப் புதிய அலுவலர் தேவைப்படுகின்றது.இந்த நேரத்திற்கான அலுவலர்கள் சட்ட ரீதியான மற்றும் சட்ட ரீதியற்ற ஆவணங்களை செவ்வை பார்த்துப் பரிசீலிக்கும் செயல் முறையை ஆற்றக் கூடிய இயலுமையைக் கொண்டிருக்க வேண்டியுள்ளதாலும்,அத்துடன் காணாமல் போன அல்லது காணாமல் போகச் செய்யப்பட்டவர்களுடைய குடும்பங்களுடன் தொடர்புகளைப் பேண வேண்டியுள்ளதுடன், தேசிய,மாகாண,மற்றும் பிரதேச நிருவாக அதிகாரப் பீடங்களுடன் ஒருங்கிணைந்து செயற்படக் கூடிய இயலுமையைக் கொண்டவர்களாகவும் இருக்க வேண்டியுள்ளதனால் அவர்களுக்கு விசேட திறமை அவசியமாகவுள்ளது.இந்தச் செயல் முறையை வினைத் திறனுடையதாகச் செயற்படுத்துவதற்குப் பட்டதாரிகள் அல்லது சட்டத்தரணிகளான பொருத்தமான தகுதியுடைய இருபது திட்டப் பதவியணியினர் ஒரு வருட காலத்திற்கு ஒப்பந்த அடிப்படையில்,

அனுமதி:

மேலே விபரிக்கப்பட்டுள்ள காரணங்களுக்காக, பின்வருவனவற்றிற்கு அமைச்சரவையின் அனுமதி கோரப்படுகின்றது.

- ரூபா:6000/= மாதாந்தம் இடைக்கால நிவாரணத்தை கா.போ. சான்றிதழைப் பெற்றுக்கொண்டுள்ளவர்களுக்கு 2019 ஒக்டோபர் 10 ம் திகதி முதல் கொண்டு ஒவ்வொரு மாதமும் 10 ம் திகதியன்று நேரடி (வங்கி) வரவு வைப்பு ஊடாகப் பின்வரும் விடயங்களுக்கு அமைவாக வழங்குவதற்கு:

(அ) 2019 ஜனவரி 1ம் திகதிக்கு முன்பாக ஒரு நபர் கா.போ.சான்றிதழைப் பெற்றுக் கொண்டிருந்தால் அந்த நபருக்கு 2019 ஜனவரி தொடக்கம் ஒக்டோபர் வரையான மாதாந்த உதவிப் பணக் கூட்டு மொத்தத் தொகை அவருக்கான முதலாவத கொடுப்பனவாகும்.

(ஆ) 2019 ஜனவரி 1ம் திகதிக்குப் பின்னர் ஒரு நபர் கா.போ.சான்றிதழைப் பெற்றிருந்தால் அவருக்கான முதலாவது கொடுப்பனவு அவர்/அவள் அந்த சான்றிதழைப் பெற்றிருந்த மாதம் தொடக்கம் 2019 ஒக்டோபர் வரையிலான மாதாந்த உதவிப் பணத்தின் கூட்டு மொத்தத் தொகையாகும்.

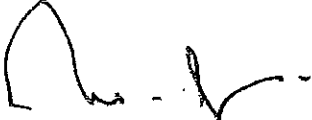
ii. பதிவாளர் நாயகத்திற்கு பின்வருவனவற்றை மேற்கொள்வதற்காக பணிப்பு விடுப்பதற்கு:

(அ) காணாமல்போனோருக்கான அலுவலகத்தினால் வழங்கப்பட்ட இடைக்கால அறிக்கைக்கு அமைவாக பாதிப்புக்குள்ளான குடும்பங்களின் விண்ணப்பத்தின் பேரில் கா.போ.சான்றிதழை வழங்கும் செயல் முறையை ஆரம்பித்தல்.

(ஆ) 3 வது பந்தியில் குறித்துரைக்கப்பட்டுள்ள சட்ட ஏற்பாடுகளுக்கு அமைவாக தனிப்பட்ட நபர் செய்யும் கோரிக்கைகளை பரிசீலனைசெய்து மரணச்சான்றுப் பத்திரங்களை இரத்துச்செய்து கா.போ.சான்றிதழை விநியோகிக்கத் தேவையான செயல் முறையை ஆரம்பித்தல்.

iii. மேலே II (ஆ) வில் குறிப்பிட்டுள்ளபடி மரணச்சான்றுப் பத்திரத்தை இரத்துச்செய்வதற்கான சகல விடயங்களும் அடங்கிய வழிகாட்டி விதிகளைச் செய்ய பதிவாளர் நாயகத்துடன் ஆலோசனை நடத்தி விருத்தி செய்யுமாறு காணாமல்போனோர் அலுவலகத்திற்குப் பணிப்பு விடுப்பதற்கு:

iv. மேலே (II) இன் படி, பதிவாளர் நாயகத்திற்கு உதவும் பொருட்டு தேவையான இடைக்கால அறிக்கைகள் வழங்கும் செயற்பாடுகளை விரைவு படுத்துவதற்காக இருபது (20) திட்டப் பதவியணியினரை ஒரு வருட காலத்துக்கு ஒப்பந்த அடிப்படையில் மாதாந்தம் ரூ.75,000 கொடுப்பனவு வழங்கும் நோக்குடன் ஆட்சேர்ப்புச் செய்யப்படல்.



மங்கள சமரவீரன் (பா.உ)
நிதி அமைச்சர்



மனோ கணேசன் (பா.உ)
தேசிய ஒருமைப்பாடு, அரசு கரும மொழிகள், சமூக மேம்பாடு
மற்றும் இந்து சமய அலுவல்கள் அமைச்சர்

திகதி :- 2019.08.22.

Serial Number : 24/2019

Confidential

JOINT CABINET MEMORANDUM

Seeking approval to grant Interim Relief to the recipients of Certificates of Absence

Background

Recognizing the need to expedite the commitments undertaken by the Government of Sri Lanka, as a government that is sensitive to the grievances of citizens and fulfill its obligations to provide relief to those citizens affected by civil unrest and conflict, and achieve sustainable peace, the 2019 budget made provisions worth Rs. 15.25 Billion to advance reconciliation in Sri Lanka.

This included granting a monthly allowance of Rs. 6000/- as an interim relief measure to the families of the missing, including families of security forces and police personnel who are missing in action, upon their obtaining a Certificate of Absence(COA), as recommended by the Office on Missing Persons (OMP). It is intended to continue this process, until the recently established *Office for Reparations* commences its work of facilitating the granting of reparations to aggrieved persons.

This recommendation proposed by the OMP in its interim report published in August 2018 and included in the 2019 Budget received the approval of Parliament. This recommendation was made by the OMP, recognizing the economic hardships faced by families of the disappeared and missing and importance therefore of providing interim relief to the most vulnerable among these families, until compensation and other forms of reparation are provided through the facilitation of the Office for Reparations (established under Act No. 34 of 2018), to address their complex needs and acknowledge the harms suffered.

The acceptance of this relief measure will not be a waiver of the right to adequate, prompt and effective reparations and to seek judicial remedies.

Proposals

1. As at 31 July 2019, the Registrar General's Department has issued 656 CoAs, out of which 590 were issued before 1 January 2019. The recipients of the CoAs shall be eligible to receive the Rs. 6000/- monthly allowance. The Ministry under which the Office on Missing Persons is gazetted in consultation with the OMP will issue an application to all CoA recipients, to which clearance and certification shall be provided by the Grama Niladari, confirming the COA produced is valid at the time of application

(not expired), and that the COA is issued to the individual who is applying for interim relief. The Grama Niladhari will issue a receipt to the applicant and forward the approved applications with certified copy of the COA to the relevant Divisional Secretary within 07 days of receiving the application. The Divisional Secretary will verify and channel the same to the Ministry within 07 days upon receipt. Once the application is received by the Ministry, a direct credit transfer will be made by the Ministry to the bank account of the CoA recipient, within 07 days. If the CoA was obtained before 1 January 2019, an accumulated sum of Rs. 54,000 (Rs. 6000*9 months) will be paid in October. If the CoA is obtained after 1 January 2019, the accumulation will be calculated from the month in which the certificate was obtained. However, after the initial amount is credited in October 2019, the monthly allowance of Rs. 6000 will be deposited to the account of the recipient, on the 10th day of each following month.

2. In addition, in the instance where a COA is valid as at 1 January 2019 but expires prior to an application for interim relief being made, the applicant may request for an extension of the COA from the Registrar General or District Registrar, and on obtaining such extension, shall qualify to apply for interim relief, and shall be eligible for interim relief including arrears due from 1 January 2019. However, in the instance where interim relief has been obtained on a valid COA which expires thereafter, it would result in the cessation of interim relief thereon. Nevertheless, the applicant may request for an extension of the COA from the Registrar General or District Registrar and on obtaining such extension, shall qualify to reapply for interim relief, and shall be eligible for interim relief covering the period of renewal of the COA, including any arrears due, during such period of extension.
3. Considering the overwhelming number of death certificates issued to families of the missing in the South and the East of Sri Lanka including security forces and police personnel, and the circumstances under which such certificates were issued, it is proposed that the office of the Registrar General, based on individual requests, implements the process of cancellation of such Certificates of Death as provided under Section 8(L) of the Registration of Deaths (Temporary Provision) Amendment Act No 16 of 2016. Thereafter, the affected family members can apply for COAs based on interim reports issued by the OMP, as per Section 13 (1) (a) (i) of the OMP Act. Taking the sensitivities and legal obligations arising from this process, it is proposed that the OMP in consultation with the Registrar General's Department, develop a comprehensive guideline on cancelling the Certificates of Death and issuing COAs.
4. Under Section 13(1)(a)(i) of the OMP Act, pending an ongoing investigation, where there is sufficient material to conclude that a person is missing, the OMP has the authority to issue an interim report to a relative of a missing or disappeared person in order to enable the Registrar General to issue a Certificate of Absence. The Office on Missing Persons requires new staff to implement and expedite the process of issuing Interim Reports to assist the Registrar General in issuing of COAs based on such reports; as provided under Section 8G of the Registration of Deaths (Temporary Provision) Amendment Act No 16 of 2016. New staff for this purpose would require specialized skills including the ability to process and verify legal and non-legal documents, liaise with families of the missing and disappeared, and ability to coordinate with national,

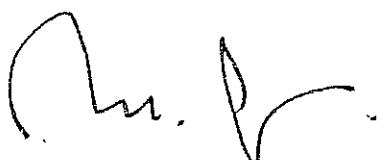
LS (XVI)

divisional and provincial level administrative authorities. Effective implementation of the process would require twenty project staffers who are suitably qualified including graduates or Attorneys-at-Law as Inquiring Officers with a monthly allowance of Rs. 75,000/- on a contractual basis for a period of one year.

Approval

For the reasons explained above, the approval of the Cabinet of Ministers is sought to:

- i. Grant the monthly interim relief of Rs. 6000/- to the recipients of the COA by way of a direct credit (bank) deposit on the 10th day of each month, from 10 October 2019, subject to the following -
 - a) If a person has obtained the COA before 01 January 2019, the first payment to that person would be the accumulation of monthly allowance from January to October 2019; and
 - b) If a person has obtained the COA on a date after 01 January 2019, the first payment to such person would be the accumulation of monthly allowance from the month he/she obtained the certificate to October 2019.
- ii. Direct the Registrar General's Department to -
 - a) Initiate the process to issue COAs on application by affected families with the Interim Report of the Office of Missing Persons; and
 - b) Initiate the process of cancelling Certificates of Death according to the provision of the law indicated at paragraph 3, upon receipt and examination of individual requests and issue COAs
- iii. Direct the Office on Missing Persons to develop a comprehensive guideline to cancel the Certificates of Death as referred to in (ii) (b) above, in consultation with the Registrar General's Department.
- iv. To recruit 20 project staffers, for a period of 01 year, on contract basis on a monthly allowance of Rs. 75,000/- to expedite the process of issuing interim reports to assist the Registrar General's Department for (ii) above.

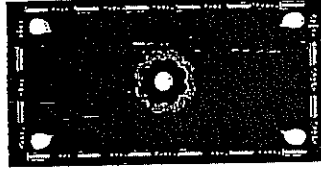


Mangala Samaraweera (M.P)
Minister of Finance



Mano Ganesan (M.P)
Minister of National Integration, Official Languages,
Social Progress and Hindu Religious Affairs

Date: 22.08.2019.



15 (xviii)

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජය
இலங்கை சனநாயக சோசலிசக் குடியரசு
President of Sri Lanka

Observations

Cabinet Memorandum No: 19/2401/131/022

Seeking approval to grant Interim Relief to the recipients of Certificates of Absence

My observations on the Cabinet Memorandum presented on the above subject by the Hon. Minister of National Integration, Official Languages, Social Progress and Hindu Religious Affairs are as follows.

I am agreeable to the proposal for granting an interim relief referred to at (i) of the Cabinet Memorandum.

I also agree with the proposal at (ii) of the Memorandum. It is advisable to commence the process of implementing the activity referred to at (a) and (b) after preparing a comprehensive code of guidelines as set out under (iii) of the Cabinet Memorandum. I also propose that this code of guidelines should be submitted to the Cabinet of Ministers, as it is appropriate that the Cabinet of Ministers be apprised of this matter evinced by many stakeholders in this regard.

Under the proposal (iv) of the Cabinet Memorandum Rs.75,000/- per month is recommended for project officers including graduates or lawyers. It has been reported that the Cabinet of Ministers has previously approved a monthly allowance of rupees Rs.50,000/- when the Ministry of Foreign Affairs recruited lawyers as Research Officers in the Legal Division. Therefore, it is advisable to consult the Management Services Department in implementing the proposal (iv) of the Cabinet Memorandum.

Maithripala Sirisena

June, 2019



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජය
இலங்கைச் சனநாயக சோசலிசக் குடியரசு
Democratic Socialist Republic of Sri Lanka

දිනය :
මගේ අංකය :

..... මයා/මිය/මෙනවිය

අතුරු වාර්තාව නිකුත් කිරීම සඳහා වන පරීක්ෂණය

ඔබ විසින් අතුරුදහන් වී ඇතැයි වාර්තා කළ
(අතුරුදහන් වූ පුද්ගලයාගේ නම) යන ඔබගේ ඥාතියා වෙනුවෙන් ඔබ ඉල්ලා ඇති අතුරු වාර්තාව
සඳහා පරීක්ෂණයක්, (ප්‍රාදේශීය
කාර්යාලයේ ලිපිනය) දරණ ස්ථානයේ පිහිටි අතුරුදහන් වූ තැනැත්තන් පිළිබඳ ප්‍රාදේශීය කාර්යාලයේ
..... දින පෙ.ව / ප.ව (වේලාව) ට පැවැත්වීමට
කටයුතු සූදානම්කර ඇත.

කරුණාකර ඒදිනට පහත සඳහන් ලිපි ලේඛණ රැගෙන පැමිණෙන්න

1. ඔබගේ අයදුම්පත සමඟ ඔබ විසින් ඉදිරිපත් කරන ලද සියලුම ලේඛණවල මුල් පිටපත්
2. ඔබගේ ජාතික හැඳුනුම්පත / විදේශ ගමන් බලපත්‍රය හෝ රියදුරු බලපත්‍රයේ මුල් පිටපත
සහ
3. ඔබගේ සාක්ෂිය සනාථ කළ හැකි සාක්ෂිකරුවෙක්

මෙම පරීක්ෂණයට පෙනී සිටීමට ඔබට නොහැකි නම් (දිනය) දිනට පෙර
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.....
නම සහ තනතුර

திகதி.....

கா.ஆ.அ தொடர்பு இல.....

கனம்

இடைக்கால அறிக்கை வழங்குதவற்கான மதிப்பீடு

காணாமல போனவர் என நீங்கள் அறிவிக்கும் தங்களது உறவினரானதொடர்பில் இடைக்கால அறிக்கை ஒன்றை பெற்றுக்கொள்வதற்கான தங்களது விண்ணப்பம் தொடர்பானதாக இக்கடிதம் அனுப்பி வைக்கப்படுகிறது. காணாமல்போன ஆட்கள் பற்றிய அலுவலகமானது(கா.ஆ.அ)தங்களது விண்ணப்பம் தொடர்பாக.....எனும் முகவரியில் அமைந்துள்ள அதன் பிராந்திய அலுவலகத்தில்.....திகதி.....மணிக்கு மதிப்பீடொன்றை நடாத்தவுள்ளது.

1. கீழ்வரும் ஆவணங்களோடும்

- தங்கள் விண்ணப்பத்தோடு சமர்ப்பித்திருந்த அனைத்து ஆவணங்களினதும் மூலப்பிரதிகள்
- தங்களது அடையாள அட்டை / கடவுச்சீட்டு / சாரதி அனுமதிப்பத்திரத்தின் மூலப்பிரதி

2. தங்களது வாக்குமூலத்தை உறுதிப்படுத்தக்கூடிய ஒரு சாட்சி ஒருவரோடும்

இம்மதிப்பீட்டிற்கு சமூகமளிக்கவும்.

மேற்குறிப்பிட்ட தினத்தில் வரமுடியாத சந்தர்ப்பத்தில், தயவு செய்து.....என்ற இலக்கத்தினூடாக கா.ஆ.அ. ன்.....என்பவரை.....திகதிக்கு முன்பாக தொடர்பு கொண்டு அறிவிக்கவும்.

.....
பெயர்
பதவி

Staff recruitment requirement - Interim Report (for COA) internal procedure

A. Head Office

Title / Level	Description of primary task	Number (s)	Language proficiency	Key Competencies
Senior Project officer	Oversee the IR process and relevant staff at the HO.	01	E and S/T Preferably E,S,T.	<ul style="list-style-type: none"> - Knowledge of the IR and COA process - Management experience - Legal knowledge - Computer literate
Evaluators	Evaluate and assess applications and supporting documents, identify gaps.	06	Three S and E Three T and E (Assumption that majority of applications will be either in T or S).	<ul style="list-style-type: none"> - Basic knowledge of law with work experience or experience in similar work - Good analytical skills - Writing skills - Computer literate
Management Assistants	<ul style="list-style-type: none"> • Assist the Evaluators and Senior Officer with correspondence, evaluations and filing • Assist Inquiry panel with filing and paperwork 	04	Two – S speakers Two - T speakers	<ul style="list-style-type: none"> - General administration skills - Ability to multi task
Coordinating Officer	Designated to coordinate with the RG Office, send list of IRs issued and maintain OMP's central register of IRs.	01	E and S or T. (preferably a working knowledge of both S & T).	<ul style="list-style-type: none"> - Good communications skills - Meticulous record keeping - Computer literate (Word & Excel)
Assistant	Assist the Coordinating Officer	01	E and S or T	<ul style="list-style-type: none"> - General administrative skills

B. Inquiry – 3 teams

Title / Level	Description of primary task	Number (s)	Language proficiency	Key Competencies
Inquiring Officers	<ul style="list-style-type: none"> - Sit on Inquiry Panel and conduct inquiry. - Prepare report to Board with assistance of the Evaluators at HO. - (Report to senior officer) 	06 (Each panel will have 2 inquiring officers)	Two – S and E Four – T and E	<ul style="list-style-type: none"> - Attorneys at Law or LLB with at least 4 years working experience - Experience in similar capacity preferable - Excellent analytical skills - Good communication and people skills (dealing with families and witnesses - empathy) - Computer literacy.
Support staff: admin Assistants	Assist the Inquiring Officers, filing, paperwork and	03	One S and E Two T and E	<ul style="list-style-type: none"> - General administration - Ability to multi task
Support Staff:	<ul style="list-style-type: none"> • To liaise with families and witnesses at the location. • Take care of logistical arrangements at location. 	03	One – S Two – T	<ul style="list-style-type: none"> - Good people skills & communication. - Ability to handle logistics. - Multi-tasking

Total Requirement 25 staff members.

Duration of employment: Suggested 6-8 months contracts, renewable where necessary.

Line of Reporting:

1. Overall functioning of the Interim Report team and process to be overseen by a designated Commissioner.
2. Senior staff member will oversee the team and report to the designated Commissioner.

NOTE: Inquiry panels

The inquiries will be held in regions (to be decided according to the demand). Locations – where there are OMP regional offices, the inquiries will be held at the ROs and where there are no ROs, at a central location.

Panel: (staff requirement per panel) -

- 2 Inquiring Officers who have a legal background to sit on each panel.
- 2 support staff to assist with filing and paperwork.
- 1 support staffer to liaise with families and handle logistical arrangements at location.

Note: Staff Capacity

- Inquiring Officers and support staff should be proficient in the required language, depending on the District where the inquiry is held.
- Inquiring Officers and support staff to be provided with basic psychosocial training (since inquiries may potentially become very emotional for family members and not all staff may be equipped to handle such situations with sensitivity).

Part IV - Supporting Documents

15 Internal Documents OMP - Interim Reports

- ✓ Board Papers
- ✓ Board Decision

05th Board meeting - July 2018

In view of the above International Day of Disappeared, OMP is planning to submit its interim recommendations to the government. And it was decided the Commissioners, Dr. Nimalka Fernando, Mr. Mirak Raheem, Mr. S.K. Liyanage, Mr. K. Venthan and Ms. P. Jeyetheepa to submit the draft interim recommendations to the Board for consideration.

v) Issuance of Certificate of Absence (COA)

Action should be taken to inform all the High Commissions and Embassies in Sri Lanka and Sri Lankan Missions abroad on recognising the COA as a valid document.

vi) Opening of Regional Offices by OMP

Chairman informed that UNDP has offered the assistance for opening of our Regional offices in Mannar and in Matara.

The Board also requested the Secretary to write to all District Secretaries and Chief Secretaries regarding the availability of government building for our Regional Offices.

vii) Assistance from Donors for OMP

A meeting was organised by Mr. Mano Tittawela, Secretary General, SCRM with OMP and ERD on 17th July in his office in the Treasury and the Chairman OMP and the Commissioners, Mr. Mirak Raheem and Dr. Nimalka Fernando and Secretary and Director (Finance & Procurement), OMP also attended the discussion. Mr. Ajith Abeyasekara, Addl. Director General, Dept. of External Resources also attended.

The subject of obtaining assistance from donor agencies such as UNDP etc. by the OMP was discussed. The assistance may be in two types i.e. Money grants and in kind, such as services etc.

Whenever the OMP is offered any substantial financial assistance substantially, the Addl D.G., ERD suggested to obtain the approval of the Cabinet and sign an agreement with the donor agencies, after obtaining the clearances of Attorney General for such agreements if necessary. The Cabinet memorandum should be submitted by the Presidential Secretariat through the State Ministry of National Unity and Co-existence under which the OMP is gazetted. Before the Cabinet grants such approvals, necessary observations would be obtained from the Ministry of Finance and Dept. of External Resources.

Interim recommendation - Commissioners, S.K. Liyanage and Dr. Nimalka Fernando agreed to formulate the first draft based on the consultation and suggestions received and circulate the same to the Commissioners by the 5th August. The final report with the interim recommendations would be finalized by 13th August. Also, it was decided that all the Commissioners will hand over the copies of the report of the Interim Recommendations to H. E. the President and Hon. Prime Minister in their offices on the morning of 30th August.

Newspaper Supplement in all 3 languages - it was decided to publish a newspaper supplement in all 3 languages on 30th August in this regard.

10. v) Issuance of Certificate of Abscence

It was agreed to write to all foreign missions in Colombo as well as Sri Lankan missions abroad to recognise the COA issued by the Registrar General on the initiative of OMP. The draft letter to be prepared by Commissioner Mr. Mirak Raheem and Ms. Roshini Wickramasinghe, Senior Legal Consultant.

3. Preliminary issues

3.1 - Update of Mannar Graves

Commissioners Mr. Mirak Raheem and Mr. K. Venthan who revisited the site on 25th July reported to the Board as follows:

The JMO has requested immediate financial assistance for the expenses as there is a delay in obtaining funds through the Ministry of Justice and this will hamper the excavation. It is apprehended that if the excavations are interrupted it will result in a loss of public confidence and will also be detrimental to the process.

Therefore, the Board agreed to advance the necessary funds on the request of JMO to ensure the uninterrupted process of excavations and exhumations through the District Secretary, Mannar. Also there is a sum of Rs. 70,000/- which has been incurred by the JMO Mannar and it was decided to obtain the receipts regarding those expenses and to pay these also through District Secretary, Mannar.

In addition, if the JMO requests the assistance of OMP to send samples for testing including carbon dating, it decided to support the same by OMP. OMP intervention could support DNA testing for the purpose of identification. The importance of ensuring the chain of custody of the productions sent for testing was stressed. Whenever the OMP provides any assistance to JMO through the District Secretary, Mannar it was decided to keep the Ministry of Justice informed to avoid duplication.

Regional Offices in Mannar and Matara

Both Commissioners, Mr. Mirak Raheem and Mr. K. Venthan have also identified and visited a location in Main Street, Mannar for the proposed pilot Regional Office which will be facilitated

(5)

The Minutes of the 8th Board meeting of OMP held at 2.30 p.m.
on 25th September, 2018 at the Conference Room of OMP

Present:

Mr. Saliya Pieris PC, Chairman
Dr. Nimalka Fernando, Commissioner
Mr. K. Venthan, Commissioner
Mr. S.K. Liyanage, Commissioner
Ms. P. Jayatheepa, Commissioner
Maj. Gen. Mohanti Peiris, Commissioner

Rtd.

On invitation:

Mr. M.I.M. Rafeek, Secretary, OMP
Mr. C. S. Poolokasingham – Director (Admin)
Mr. Anura Dissanayaka – Director (Finance & Procurement)
Ms. R. Gunapala, AD (Admin)

Excused: Mr. Mirak Raheem, Commissioner

1. Minutes of the last Meeting:

The minutes of the 7th Board meeting held on 31st August 2018 was approved with minor corrections. The minutes was approved subject to those corrections and proposed and seconded by the Commissioners, Major General Mohanti Peiris and Mr. S.K. Liyanage respectively.

2. Matters arising from the minutes:

4.1 - Commissioners' Remuneration

The Board noted that the Parliament has approved the resolution in this regard on 4th September and the copy of the resolution has been already forwarded to Secretary, OMP by Secretary General Parliament for implementation. Payments have already been made to that effect.

Subsequent to the above, it was brought to the notice that the allowances payable to the other Independent Commissions have been revised vide the Presidential Secretariat Circular letter dated 16th August addressed to all the Chairman and Secretaries of the Independent Commissions. Secretary was directed to obtain clarifications from Secretary to H.E. the President on the applicability of this circular to the Commissioners of the OMP.

10. v) Issuance of Certificate of Absence (COA)

It was reported that letters in this regard have been sent to all Colombo based foreign missions and few of them have been acknowledged.

17th Board Meeting - 28th May 2019

- i. For each family within the province, a traveling allowance of Rs. 1,000/-
- ii. Travel from outstation to Colombo and back Rs. 1,500/-

5. Collaboration between OMP and the Department of Registrar General – MOU

Chairman informed that an MOU was signed between Department of Registrar General and OMP in respect of issuing the COA in terms of the Sec. 8G of the Registration of Deaths (Temporary Provisions) (Amendment) Act No. 16 of 2016. A copy of which was tabled and ratified by the Board. The Board noted with appreciation the contribution made by the Commissioner Major General Mrs. Mohanathi Peiris in facilitating the same. As follow up of this, the Registrar General will issue a circular in this regard soon.

6. Procedure on issuing interim reports to enable families to apply for COAs and work plan for issue of Interim Reports

Chairman informed that the Legal Consultant, Ms. Roshini Wickramasinghe has prepared and presented a draft proposal on the procedures for the issue of interim reports which the Commissioners had already considered and approved. The Chairman requested Commissioners Major General Mohanti Peiris, Mr. Mirak Raheem and Ms. Jayatheepa to prepare a Board Paper and a work plan and submit to Board for the formal approval and for the future activities.

7. Guidelines for Regional Offices

To take up at the next Board meeting to enable to include any observation by the Commissioners.

8. Minutes of the meeting in Matara held on 26th March 2019

Commissioner Dr. Nimalka Fernando informed that she is very happy about the dedication of the staff of Matara office. As suggested the acknowledgment letter for complaints on disappearances to be signed by the Chairman to be given to Regional Offices. The draft letter to be prepared by Commissioner Dr. Nimalka Fernando.

Dr. Nimalka Fernando mentioned a few requirements for Mannar regional office. One ceiling fan to be fixed by the owner in Matara. Curtain, Nescafe machine, etc. also to be provided by OMP.

Also Commissioner, Dr. Nimalka Fernando informed that a training program for the families on COA was organized at Matara office on 22nd May where about 35 people participated. Legal Consultant, Ms. Roshini Wickramasinghe also participated. She also had a meeting with the family members of fishermen who were missing in high seas, after being abducted by the LTTE.

9. Meeting with the representatives of families of the disappeared from North and East

Chairman informed that the above meeting with the leaders of the protest movement of the families of the disappeared together with Rev. Fr. Jayabalan Croos took place on 16th May 2019 in the head office. This meeting was organized at their request. This meeting was related to how

18th Board Meeting - 21st June 2019

Head of Data Management

Mr. Asanka Suraweera from Sri Lanka
Computer Emergency Readiness Team of
Ministry of Digital Infrastructure and
Information Technology

It was decided to send letters of appreciation to the external members who took part in the Interview Panels.

Board Paper No.: 22/2019 – Action Plan for the Budget Proposal –

As approved at the last Board meeting, Chairman informed that the interim payment to the families of missing and MIA who poses the COAs will be made through our line ministry through the District Secretaries. In this regard, Chairman informed that he is sending a letter to DG, Budget with copies to Secretary of our line ministry and SCRM.

5. Collaboration between OMP and Department of Registrar General – Chairman informed that the Registrar General has already issued a circular following the MOU signed with the OMP and also has sent the list of the recipients of COAs except in the North.

It was also decided to make a request to Secretary to the Ministry of Home Affairs to allocate some time for the OMP at the next District Secretaries conference in Colombo for the OMP to explain the procedures of COA and payment of Interim Relief.

21/2019 – Procedures for procurement of Goods and Services for OMP

It was decided to take this paper up at the next Board meeting.

4. Board Papers:

25/2019 – Internal Procedures to be followed for Interim Reports in terms of Sec. 13 of OMP Act

This Board Paper had been approved by circulation by all the Commissioners and the Board confirmed their approval.

26/2019 & 27/2019 – Extension of the Services of OMP Staff

The above 2 Board Papers were considered by the Board and decided as follows:

- i. To grant extension of services by one more month with effect from 01.07.2019 to the following 4 officers:
 1. Mr. M.I.M. Rafeek, Secretary
 2. Mr. D.A. Dissanayake, Director (F&P)
 3. Mr. C.S. Poolohasingham, Director (Admin)
 4. Ms. R. K. Gunapala, AD (Admin)
- ii. To grant all other officers mentioned in the Board Paper No. 27/2019 by three more months with effect from 01.07.2019.

49th Board Meeting - 1st December 2020

- **Assets provided by UN to the OMP in kind**

Section 21(b) of the OMP Act specifically stipulates that if it is only in relation to grants, gifts and endowments that are received from outside Sri Lanka to achieve the mandate of the OMP, should permission be requested through the Department of External Resources.

Section 21(a) specifically stipulates that grants, gifts and endowments that are received from within Sri Lanka do not require them to be channeled through the Department of External Resources.

The matter arose at the previous board meeting and the Acting Executive Director Mr. Dissanayake has already taken steps to include all inventory items received in kind.

- **Extension of UN Staff**

The Acting E.D. was further instructed to issue letters regarding the expiration of contracts to all UN Contract Staff.

New Board Papers

Board Paper No. 49/2020: List of Complaints and Information regarding Missing and Disappeared Persons – Volume 6

The Board Paper on the List of Complaints and Information regarding Missing and Disappeared Persons – Volume 6 which consists of all districts except Batticaloa was approved by the Board in order to make necessary arrangements for printing and binding.

Board Paper No. 50/2020: Extension of Contracts for Security Service for Head Office and Regional Offices and Cleaning Service for Regional Offices for Year 2021

Extension of Contracts for Security Service for Head Office and Regional Offices and Cleaning Service Staff for the Regional Offices for 2021 was approved by the Board until 30th June 2021.

Board Paper No. 51/2020: Interim Reports – 2020 OMP

The Board Paper on Interim Reports – 2020 OMP was approved for 30 Interim Reports.

It was also noted that online inquiries had taken place on 30th November 2020. A total of 20 inquiries have been scheduled until 31st December 2020.

Commissioner Mr. K. Venthan is to travel to Mannar and Jaffna and the Head of Protection Mr. Thatparan to Batticaloa to conduct inquiries at the relevant Regional Offices. Board approval was granted to make necessary arrangements for accommodation and travel requirements.

50th Board Meeting - 8th December 2020

Others

Was amended as below.

“The Board informed the Acting ED to ensure that he nominates an acting Head to cover up his duties for the days that he is on leave.”

The Minutes were proposed and seconded by Commissioners Dr. Nimalka Fernando and Maj. Gen. (Retd) Mohanti Peiris respectively, subsequent to the aforementioned changes.

Matters Arising from Minutes

List of Complaints and Information regarding Missing and Disappeared Persons

A discussion was held with Unit Heads and other Senior Officers to explain the process of information on the List.

It was noted that the list will be released electronically, provided that all security measures are adopted. However, a record must be maintained concerning all requests made regarding the list.

Annual Report to the RTI Commission

With regard to the responsibility of the RTI Act, Mr. Thatparan and Ms. Nishandeny ran through the internal process relating to RTI requests and the RTI Annual Report 2019.

Board Paper No. 51/2020: Interim Reports – 2020 OMP

This Board Paper No. 51/2020 regarding Interim Reports was approved on the 49th Board Meeting held on 1st December 2020. The Board noted that Commissioner Ms. Jeyatheepa and Mr. Thatparan will be conducting inquiries at the Batticaloa Regional Office from 7th-9th December 2020 and Commissioner Mr. Venthan will be conducting Inquires at the Mannar Regional Office from 9th-10th December 2020 and at the Jaffna Regional Office from 14th-16th December 2020.

UNOPS Letter – UN Personnel Requirement

In view of the work that is pending and also considering that the Board is to end their term on 28th February 2020, it was decided to extend the contracts of all UN Personnel at the Colombo Head Office until 31st January 2021.

The UN staff to be informed to report the progress of their work and the work to be completed to Head of Protection, Mr. Thathparan on 15th January 2021.

The contracts of UN Personnel at Batticaloa and Matara Regional Office will end on 31st December 2020.

Commissioners' monthly until the Cabinet Paper is approved and Parliament decides thereon.

Also the Secretary OMP informed the Cabinet Memorandum in respect of the remuneration for Commissioners is scheduled be placed before the Cabinet on 24th April proposing the remuneration based on the other Independent Commissions.

The Commissioners also noted that the remuneration similar to other Commissions may not be sufficient and also noted that some Commissioners of OMP have already resigned from their previous employments. Therefore, the OMP decided to move the relevant authorities to consider making the payments on the lines of the budget prepared by SCRM for the OMP.

4.4 - Requests for Passports -

Mr. Rafeek reported that a request letter has been already sent to Secretary H.E. the President in this regard and the Chairman agreed to follow up with Secretary to the President.

4.5 - Remuneration of Secretary -

Secretary, OMP informed that the Ministry Secretary is waiting for the Cabinet decision to make the payment.

4.6 - Proposal for MOU with ICRC -

The Chairman reported that the draft of MOU which was circulated to all members. The contents of MOU are general in nature and formalise the support already being given to the OMP by the ICRC. In principle the Board agreed to sign the MOU subject to the inclusion of a time period of one year, the right of OMP to exercise its independence, the reservation of the right to inform the relevant authorities of the MOU. The Board agreed to submit any further the changes within two days to the draft MOU by e-mail upon which the MOU will be finalized.

5. Review of Progress of earlier decisions taken at planning meetings:

5.1 Meeting the families at Mannar and Matara

After discussions, the Board decided the following dates for the visits to Districts.

It was also suggested to meet the representatives of Ranaviru Seva Authority as well as Women affected by War headed by Ms. Visakha Dharmadasa and have dialogue for interaction with OMP pertaining to common interest. In this regard letters have to be sent.

5. Shifting to New Head office – Sravasthi

In response to the letter of the OMP to the Hon Speaker, the Secretary General of Parliament has responded with the allocation of No.1 building of the Sravasthi complex for OMP for a period of 2 years. The Commissioners including Chairman have also visited the premises and Commissioner Major General Mohanti Peiris was asked to oversee the shifting. Secretary informed that as instructed by the Chairman, already Director (F&P) has taken over the building with keys.

Secretary informed that as the present security of the Western Provincial Council are not allowed to carry on the security duty other than the Western Provincial Council, and as such he is in the process of finding a security firm through tender procedures for the OMP building. In this regard as advised by the Chairman, Secretary is in touch with Secretary to the Cabinet for coordinating the arrangement for obtaining the services of security as the Cabinet office and also to look for such security services.

Director (F&P) on the instructions of Commissioner, Major General Mohanti Peiris, has already initiated action to obtain limited quotations for a floor plan, and a report on the status of electrical structure, water supply, roof and building structural repairs including painting and white washing and the quotations are to be closed by end of this week.

6. Preparation of duty lists for staff

The Secretary was instructed to take action to issue the list of duties to all the staff of OMP by the end of September.

7. Staff Training – Workshop for the staff of OMP, Saturday 20th October from 9.00 am. to 3.30 p.m. at Hotel Janaki

As per the instructions already received, the venue is booked and arrangements are being made for the above seminar. Board decided that Commissioner, Dr. Nimalka Fernando to prepare the agenda and oversee the program.

8. Cooperation with the UNDP

Chairman informed that an MOU in regard to the cooperation with UNDP is already signed and 3 UNVs and 2 Senior Legal Consultants are attached to OMP. The premises for the OMP regional pilot offices in Matara and Mannar are to be funded by the UNDP. Chairman will have to make a request to UNDP for further extension for the present UNDP Senior Legal Consultants with OMP.

9. ICRC Forensic Consultant and follow up

	<p>Review of the progress of earlier decisions taken at planning meetings</p>	<p>3.1. Procurement of furniture and equipment</p> <p>Director (F & P) informed that tables, chairs and computers can be purchased by next week once the Procurement Committee decision is received.</p> <p>Further it was agreed to decide on the furniture and other arrangements for the conference rooms in Shrawasthi after shifting.</p>	<p>Director (F&P)</p> <p>Commissioners and the Secretary</p>
<p>4</p>	<p>Draft MOU with HRCSL</p>	<p>The Chairperson has circulated to the Board a draft MOU with the HRC of Sri Lanka pertaining to the file in the possession of HRCSL on disappearances and the corporation between two institutions in respect of complaints relating to disappearance made to the HRCSL. Commissioners proposed amendments and these <u>amendments will be incorporated in the draft submitted to the HRCSL</u> and the Board agreed to the MOU and to be signed.</p>	<p>Chairperson</p>
<p>5</p>	<p>Board Papers</p>	<p>Board Paper No: 31/2018 - Extension of Services of OMP Staff</p> <p><i>understand</i> <i>Name list</i> →</p> <p><u>The Board Paper No. 31/2018 was considered by the Board and decided that the 7 staff member who are currently on contracts mentioned in the above Board Paper to be extended till 30/04/2019.</u> The Chairman also informed that the Board has decided that once the MSD give the approval for the permanent cadre and once they are advertised, the present contractual officers can re-apply for the positions if they are eligible. Also Secretary was asked to write a letter to Secretary to H.E. the President in regard to the delay in receiving the approval from the MSD.</p> <p><u>Also Secretary was asked to develop a Performance Appraisal System to appraise the performance of the staff taking into account the Government sector appraisal system.</u></p>	<p>Secretary & Director (Admin)</p> <p>Secretary & AD (Admin)</p>
<p>6</p>	<p>Any other matters</p>	<p>6.1. Overseas Programmes</p> <p>It was informed that the Chairperson, Commissioners, Mrs Mohanthy Peiris, and Ms Jayatheepa will be travelling to Cyprus to visit the office of the Committee on Missing Persons as the second phase of study tour organized by ICRC from 19th to 23rd November 2018 and also the Commissioners, Mr S K</p>	

5. Draft Annual Report of OMP

The circulated draft Annual Report was approved and Secretary was asked to do the translation in Sinhala and Tamil.

6. Any other matters

6 a) MOU with HRCSL

Chairman informed that MOU has been signed with the Human Rights Commission of Sri Lanka with the OMP and the MOU to be annexed to minutes and circulated to the Board. The purpose of the MOU is to enable the corporation and to avoid over lapping issues pertaining to missing and disappeared.

6 b) Hon. Minister Mano Ganeshan's visit to OMP

Chairman also expressed his appreciation of the visit of Hon. Minister of Mano Ganeshan to OMP on 22nd January, 2019 and the understanding he has shown regarding the work of OMP being an independent commission will give every support and assistance possible by his ministry.

6 c) Remaining Job Description for SORs

It was stated that the members of the Board will give their inputs in regard to the job descriptions for the following seven (7) positions which will have to be included in the SORs to be sent to the Ministry.

- | | |
|--|---|
| i. Training Officer | v. Senior Legal Officer |
| ii. Excavation and Exhumation officer | vi. Senior Cartographer |
| iii. Genetic Officer | vii. Senior Excavation and Exhumation Officer |
| iv. Investigation and Research Officer | |

6 d) Qualification and Experience list for balance 30 positions

The Board also agreed to go through and forward their comments for the document submitted by AD (Admin) related to qualifications and experience to be included in SORs for the balance 30 positions.

6 e) 1st year Anniversary

- BMICH Cinema Hall for 200 pax and adjoining hall free of charge for Reception have been reserved for 9th March 2019 from 4.00 p.m. till 8.00 p.m.